Training Manual

ToolWatch Enterprise

ToolWatch®

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ToolWatch Basics

This section introduces users to ToolWatch Enterprise. It covers the fundamental concepts around (1) implementing and establishing the program, (2) navigating and using it, and (3) developing and planning a foundation of use for your company.

Upon successful completion of this Section, the learner will be able to:

- access and utilize all **training resources** (e.g., ToolWatch University, Sandbox, Training Manual) provided
- **download, install** and **log into** the correct version of the Enterprise software
- describe the significance of **Reprovision** to logging in, including when to use it
- discuss **Synchronization** as it applies to users of Enterprise and devices like the Mobile Scanner
- given a typical Browser window, identify each of the following: **module, button, tab, header information**
- locate and summarize the 6 **Dashboards** and each of the following: **Favorites, Message Center, Charts & Graphs, Key Performance Indicators, Gauges**
- recall the 4 possible messages found in the **Message Center**
- locate and assign initial values to the **Block Size** and **Current Number** of the **Number Blocks**
- find the **Lists** items and be able to create new and edit existing Lists information
- generate and/or assign a **Status Code** to an asset
- distinguish between **Stock** and **Job Locations** and be able to create, edit and delete them
- discuss the **Organization Tree** concept and relate it to the **Org Tree** in Enterprise
- explain the concept of being **pinned** to the Org Tree diagram
- **Modify Visibility** status of Lists items based on how and when you wish them to be viewed

- create a **Standard Employee** and Enterprise **User** and assign them to a Stock Location
- assign a default **User Role** to or create a new User Role for an Enterprise User
- set the appropriate **Role Permissions** for a new User Role
- manage the settings for an existing ToolWatch Enterprise User

Introduction

Welcome

Welcome to ToolWatch Enterprise. This system is designed to help you track and manage your company's inventory of tools, equipment, materials and consumable items. Other modules can help you manage the inspection, calibration, and service of equipment; automate and streamline your ordering and purchasing; and calculate both job cost and billing information.

This Training Manual consists of the following sections:

- ***Essentials*** *that will teach you how to use the core features necessary to manage tool and material inventory*
- ***Service & Calibration*** *that will help you to manage service-related plans, work orders and a variety of service tasks*
- ***Purchasing & Receiving*** *that will show you how to create and process purchase orders and to receive against them*
- ***Job Costs & Billing*** *that will train you on the extensive tools available to develop a robust billing plan for your company*
- ***Mobile Scanner*** *that will demonstrate how and when to use the handheld scanning devices*

In many ways, our customers have contributed to the creation of this current generation of the ToolWatch system. We have listened to your needs and responded with a product you have requested. Enterprise brings many new and exciting features to your desktop. We thank you for your continued input and hope that you find our system easy - maybe even fun - to use.

We appreciate hearing from you, and we need your input to provide continual improvement of our products. If you have any questions or suggestions, please call us at 1-800-580-3114, Monday through Friday, from 7:00 AM to 4:00 PM Mountain Standard Time, to speak to a member of our Support Team. We always love to hear from you!

Previous users will note many changes between this document and our earlier User Guide. Beyond updates to Enterprise features, we have tried to make it easier for you to find what you need. All bold-faced terms, for example, are included now in a newly created Glossary, found in the rear of this manual; here you will be able to locate a term, its definition, and a page reference - all in one spot.

As well, you will notice scattered throughout the manual, short passages, outlined in framing such as this, that provide helpful tips on a variety of features in Enterprise. These will assist you in your day-to-day usage of the program.

Current ToolWatch Services

Training Services

We offer a variety of delivery methods (training courses, *ToolWatch University* at http://toolwatch.exceedlms.com) to train your organization quickly and cost-effectively. Whatever format you choose, you'll always receive instruction to implement successfully and maintain your ToolWatch software.

To learn more visit our website at:

www.toolwatch.com/services.php or contact your ToolWatch Sales Representative @ 1-800-580-3114.

Professional Services

Whether you're a new client or a legacy user of ToolWatch SE, moving into the Enterprise product may require extra attention. We offer services such as:

- **Data Migration** (to help merge existing inventory data into your new Enterprise system)
- **Integration Consulting** (to help integrate your ToolWatch system with other business applications such as ERP or accounting software)
- **Business Process Consulting** (specialized consulting services such as designing custom reports, building integration into other applications to help you develop and implement business processes, and best practices for your company)

To learn more about any of this, visit:

www.toolwatch.com/professionalservices or contact your ToolWatch Sales Representative.

Technical Support

See Appendix 1: If You Need Assistance in this manual for a summary of these services.

Getting Started with ToolWatch Enterprise

Getting started with ToolWatch Enterprise occurs in two general phases:

Phase 1 *Get all of your company's data into ToolWatch*

Phase 2 *Learn how to use ToolWatch to track and manage your company's tools, equipment, materials and consumables*

In **Basics Concepts**, we will cover the steps in Phase One (i.e., getting all of your company's data into ToolWatch). When we say "your company's data", we are referring to all of your company's tools & equipment, materials & consumables, job sites, warehouses, employees, etc. It is recommended that these steps be completed in the

order outlined in Appendix 2: Getting Started with ToolWatch Enterprise as these steps build upon one another. Then in **Enterprise Essentials**, we will examine the steps involved in Phase Two. This is the most dynamic and exciting part of the program, where you will layout and execute those actions necessary to create your company's profile.

Users, especially those new to ToolWatch, are encouraged to use the training resources found in *ToolWatch University*. Here you will find a structured program for learning Essentials as well as many other self-paced lessons. Login information is provided to users purchasing training courses or annual subscriptions.

Basic Concepts

Welcome

This section will introduce you to some of the more critical concepts you should understand fully before moving forward in the ToolWatch software.

ToolWatch Enterprise System Overview

ToolWatch Enterprise is a complete tracking and management system for tools, equipment, consumables, and materials. Combined with the easy-to-use Barcodes and Mobile Scanners, you can capture real-time data, streamlining your operations and improving your company's efficiency.

Following is a brief overview of how the components of the ToolWatch system are used to track and manage your assets.

Barcodes

Durable, industrial grade **barcode** labels are attached to tools, equipment, vehicles or any item you would like to track. As the items are handed out or loaded onto trucks (etc.), each item is scanned with a **Mobile Scanner**. Each time an item is scanned, the system automatically captures such information as the date, time, the item being assigned and where the item is being assigned. This all happens instantly, without any typing or paperwork.

Mobile Scanner

Periodically the Mobile Scanner synchronizes the newly scanned data with the ToolWatch Enterprise-hosted service over the internet. All of this information is now instantly available to everyone in your organization, anywhere in the world, if they have been granted permission to access it.

Now that your Enterprise data is stored in your ToolWatch system, you can easily search for tools by employee, job location, etc. You can print reports and copies of Transfer Tickets that provide detail or summarize the location and condition of your inventory.

Naturally, there are additional steps involved in the processes described here. This overview attempts to provide only some insight into the tracking of tools and equipment. In the pages that follow, we explain the concepts of this system in much more detail by taking a closer look at the software and what it can do.

Downloading Enterprise Software

ToolWatch Enterprise software can be found online at:

http://enterprise.toolwatch.com or contact ToolWatch Tech Support @ 1-800-676-4034.

Once there, you will be asked to install either the (a) **32-bit** or (b) **64-bit** version. Be sure to select the correct version for your operating system. Run the installer - ToolWatch Enterprise will be installed onto your computer and should automatically open to the login screen.

Logging into ToolWatch Enterprise

When using ToolWatch Enterprise, all users are required to have a unique Username and password. Usernames in ToolWatch must be legitimate e-mail addresses. While the system does not require that they be valid and active e-mail accounts, it does require that they be in unique and in a valid e-mail format. You cannot duplicate or reuse e-mail addresses within ToolWatch Enterprise.

We encourage that the e-mail addresses be active for your users as ToolWatch Enterprise provides some self-service functions, including "forgot my password" type functionality, that are dependent on e-mail messaging.

NOTE**:** The licensing model for ToolWatch Enterprise is based on concurrent users so you are not limited in the number of users that you create, however you are limited by the number of users connected to, and who can use, the system at one time.

1. Log into the ToolWatch software.
2. Enter in the credentials (email and password) that were given to you by a ToolWatch representative or by your company's Administrator.
3. Enterprise creates a database file of the type **.sdf** in a local directory: Data is stored here, updated during each synchronization event (see next section). There may be times when it is necessary to access this file.

Typically find it by following this path:
C:\Users\(Windows User login name)**AppData\Local\Apps\2.0** - then Search using the characters ***.sdf**

4. When logging in for the very first time, a new user may need to check the **Reprovision** box (see image). As a first-time user will not have any data yet, this step effectively downloads a copy of your company's database from the ToolWatch server to your local machine.

5. If you are unable to gain access to the system with the credentials you were provided, contact your System Administrator or send an e-mail to support@toolwatch.com outlining your problem and providing a phone number where you can be reached.

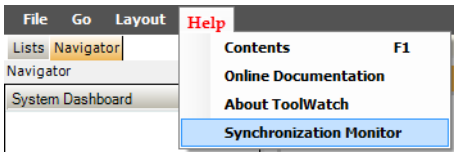
CAUTION: **Reprovisioning** *always OVERWRITES* and *REPLACES* existing data on your computer. As such, do not check this box again unless our technical support staff directs you to do so.

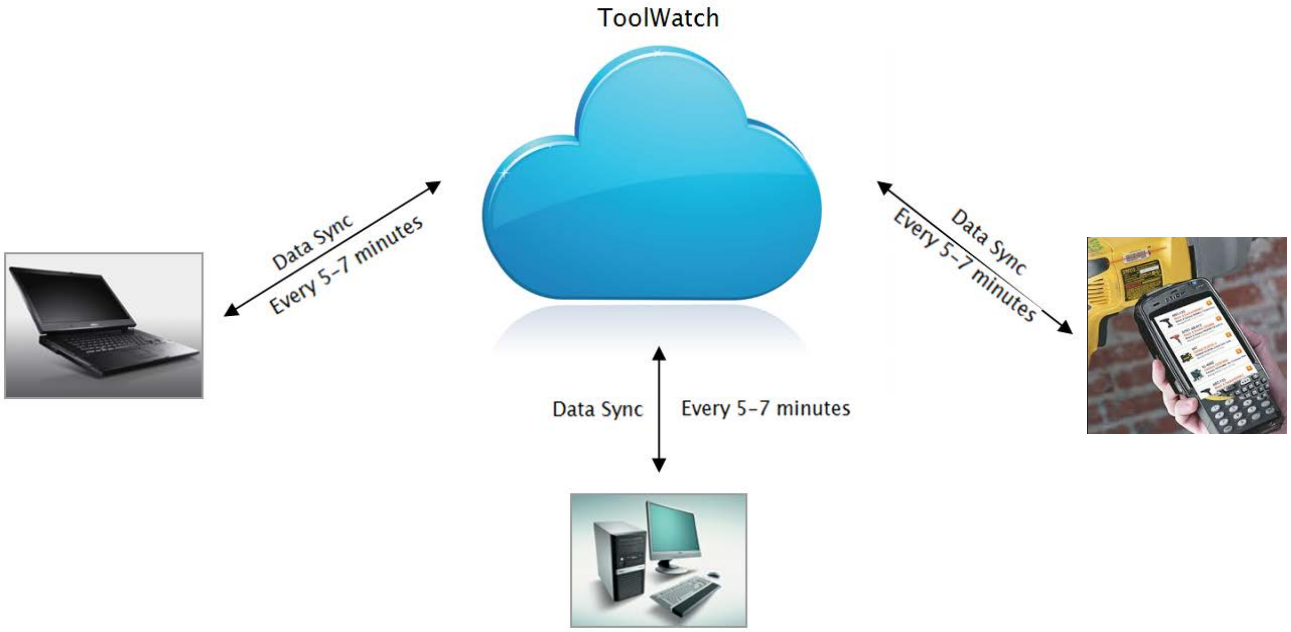
Once you have successfully logged in, you should not need to check the **Reprovision** box again.

Synchronization

In ToolWatch Enterprise, data entered from workstations will be shared across an organization with other workstations also connected to the ToolWatch Enterprise Server. Every 5-7 minutes, data from that workstation will **synchronize** (or sync) with the main Enterprise Server, allowing all users to access and see the updated information (see image next page).

This also applies to any Administrative changes, such as adding new Lists items and Users. While this occurs automatically and regularly, you can manually sync your machine at any time by doing a manual sync (see image).

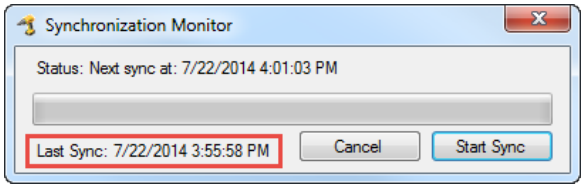




NOTE**:** It is important that you ensure regular and consistent synchronization with each workstation using ToolWatch Enterprise. If you do not log in and sync your production account within a **21-day period** (2-3 days for Mobile), ToolWatch will drop your sync link.

This means that, in order to preserve any data entered since your last sync, you will need to contact Support and arrange for an online meeting to pull your database for a manual upload.

To check when your last sync occurred, open the **Synchronization Monitor** and look under the progress bar (see image).



Navigating ToolWatch Enterprise

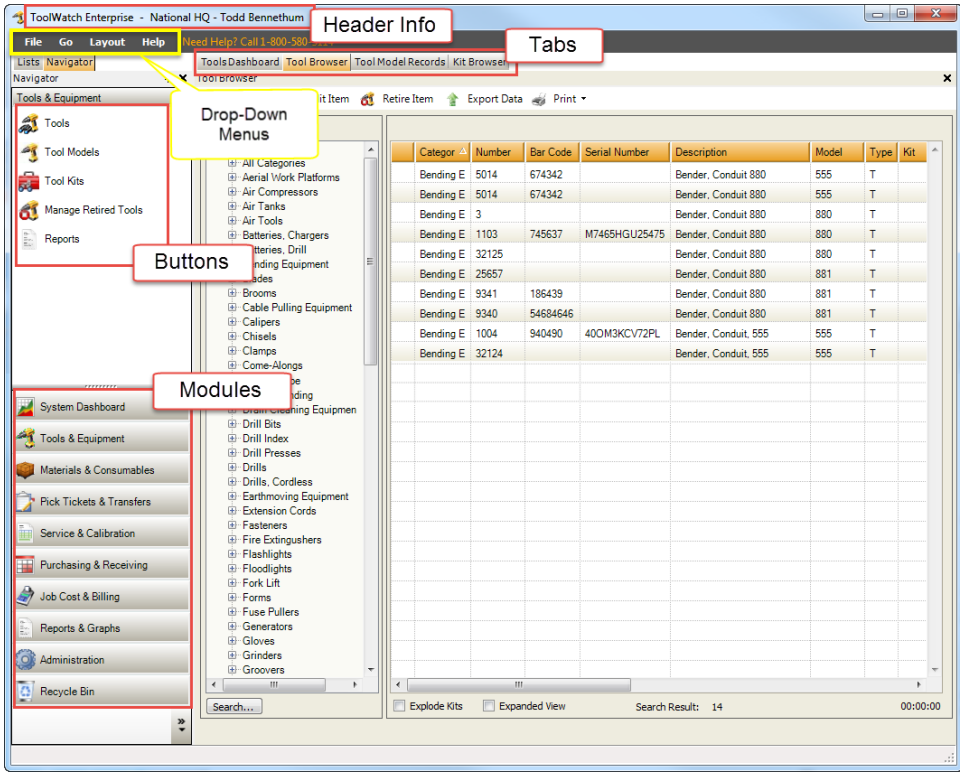
The ToolWatch Enterprise software employs an intuitive interface, allowing the user to navigate between several options with just a click of the mouse.

In looking at navigating Enterprise (see image next page) from a top-down perspective (meaning broad to specific):

1. Enterprise is composed of **modules** (or broad, umbrella categories)
2. Each module contains its own set of **buttons**

3. Selecting a particular button opens its corresponding **tab**

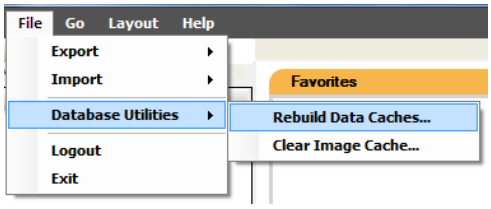
- Tabs function just like windows do in Microsoft XP, Vista or 7. Tabs are independent of one another.
- Closing or opening a tab does not affect any of the surrounding tabs.
- You cannot have multiples of the same tab type (e.g., Transfer) open simultaneously.



4. **Header** information (top strip of window) informs:
   - Name of person logged in
   - Location of Org Tree in which user is located ("pinned")
5. Drop-down menu items include:
   - **File** - Import, Export, Database Utilities & Logout
   - **Go** - Dashboard shortcuts
   - **Layout** - tabs for Lists, Navigator & Org Tree, Dashboard (Enabled)
   - **Help** - Online Help, Documents & manual Synchronization

NOTE: Under the **File** drop-down menu is an important database utility called **Rebuild Data Caches**.

Use it whenever ToolWatch appears to be running slowly, hesitantly or simply for routine maintenance (see image).



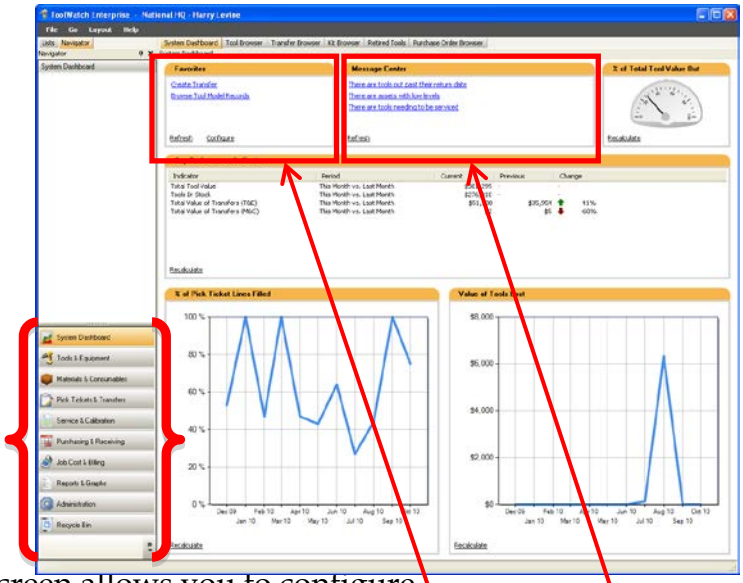
Dashboards

Dashboards in ToolWatch Enterprise provide high-level information for each of the different areas in the system. Each Dashboard gives you a quick overview of your important tool and material details with easy-to-read graphics and information.

There are 6 functional Dashboards:

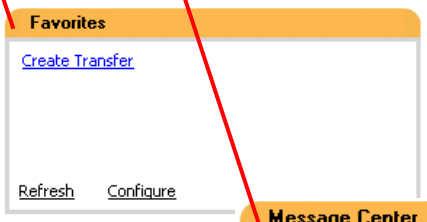
- *System* Dashboard
- *Tools* Dashboard
- *Materials* Dashboard
- *Assignments* Dashboard
- *Service* Dashboard
- *Purchasing* Dashboard

Here is a screenshot of the default System Dashboard:

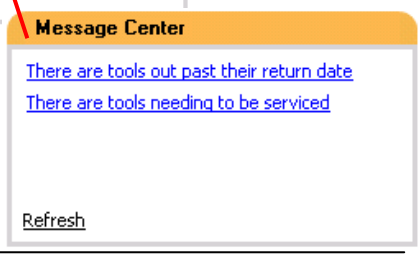


Dashboard Modules

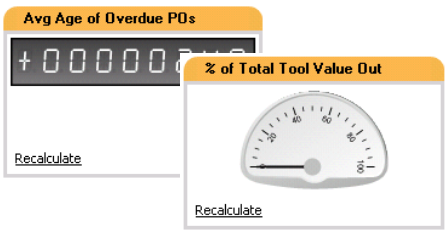
The **Favorites** screen allows you to configure shortcuts to your most commonly used screens. Each Dashboard allows for unique favorites.

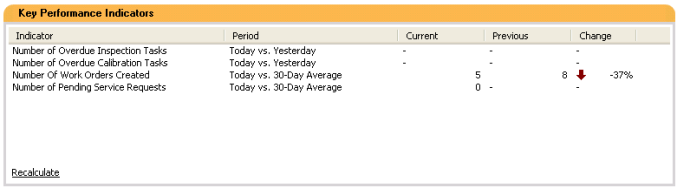


The **Message Center** provides a variety of notifications in response to user pre-set values (e.g., low levels) or when a user is being prompted to perform an action (e.g., return a tool).



Gauges (see image) are used in ToolWatch Enterprise as warning indicators to monitor tools' status and day-to-day activities Each Dashboard has unique Gauge detailing different inputs.

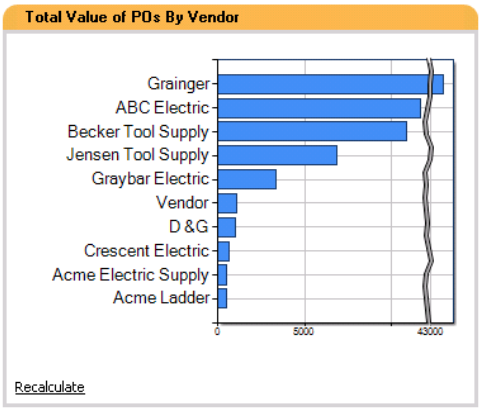




The **Key Performance Indicators** pane (see image) shows financial information about tool and material values, where resources are concentrated and distributed, etc.

It allows you to compare current data with data from other periods of time. KPI's are pre-set and not customizable.

Charts and **Graphs** (see image) can chronicle data patterns over time and identify daily, monthly or seasonal trends that help you forecast for future needs.



NOTE: You can disable the Dashboards by unchecking the "Enabled" box in the Layout drop-down menu. Disabling the Dashboards may save time by speeding up processing because it eliminates Dashboard calculations.

Training Activity #1: Favorites

To review the procedures for this activity, see the following:

- TOOLWATCH BASICS > Basic Concepts > Dashboards

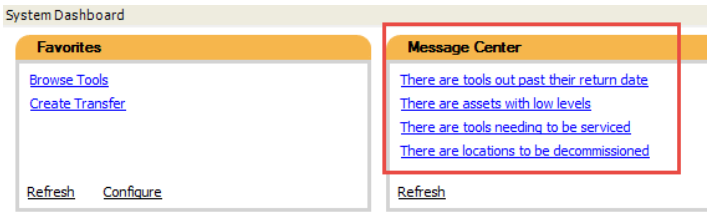
Add the following Favorites to all of your 6 Dashboards:

- **Browse Tools**
- **Create Transfers**

When done, compare your work to the Answer Key.

The Message Center

The **Message Center** appears on all 6 Dashboards, and can contain any combination of 4 messages (see image):



- *There are tools out past their return date*
- *There are assets with low levels*
- *There are tools needing to be serviced*
- *There are Locations to be decommissioned*

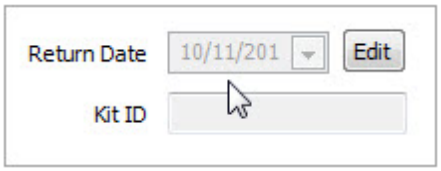
These messages will appear only once they have been set up and only after they have been triggered. Additionally, messages respect where the user is pinned in the Org Tree (see Org Tree), thus they only appear where relevant.

Message 1: There are tools out past their return date

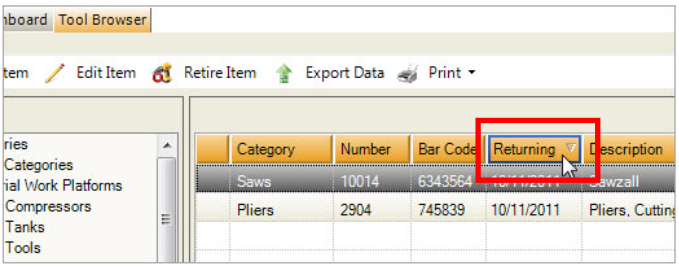
In a Transfer Ticket, when you are transferring items from a Stock Location, you can specify a return date. This is essentially their due date, meaning the day that you expect to have the particular items transferred back to the stock location (or any other, for that matter).

This **Return Date** is depicted in 2 places:

a) In the item's Tool Record



b) In the Tool Browser, under the **Returning** column



If this day passes, and the items have not been transferred back to the designated Stock Location, a hyperlinked message appears in the Message Center of all Dashboards stating, "*There are tools out past their return date*". When you click on this hyperlink, it brings you to the Tool Browser, listing the items that are outstanding.

Note: If you cannot see the Returning column in the Tool Browser, click the "**Expanded View**" checkbox on the bottom of the window to expand it.

Message 2: There are assets with low levels

You can set up designated Low Levels for your materials, consumables, tools and equipment (see Low Level Browser).

For example, let's say that your company uses a lot of oil, and you want to always have at least 30 quarts available. You could set up a Low Level of "30" in this item's Model Record. By doing so, if ever you were to drop below 30 quarts of oil, the message "There are assets with low levels" would appear in all Message Centers.

When you click on the link to this message, you would be brought to a list of the items that are below the designated low levels that you have set so that you can re-stock your inventory.

Message 3: There are tools needing to be serviced

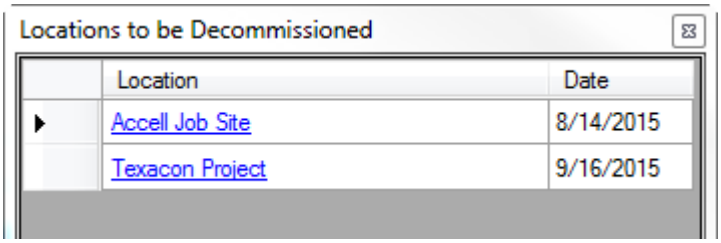
Using the Service & Calibration features, you can set up recurring Service Plans for your tools and equipment.

For example, let's say that you have a fleet of Ford F-250's, and you'd like to receive a reminder to service them every 5000 miles. After you set-up the Service Plan, when each of your F-250's hits say a 5000 mile mark, the message "There are tools needing to be serviced" will appear in all Message Centers.

When you click on this message, you will be brought to a list of open Work Orders for the tools and equipment that are due to be serviced.

Message 4: There are locations to be decommissioned

In the Location Lists item, you can select sites that are scheduled to end (be **Decommissioned**) on or by a specified date.



Once you have identified a site and project end date, you can choose a Location that is associated with this site then have a message displayed in the Message Center to remind you of this. Clicking on this message will provide you with a **Decommission Reminder** list (see image) of all such sites and related dates.

Number Blocks

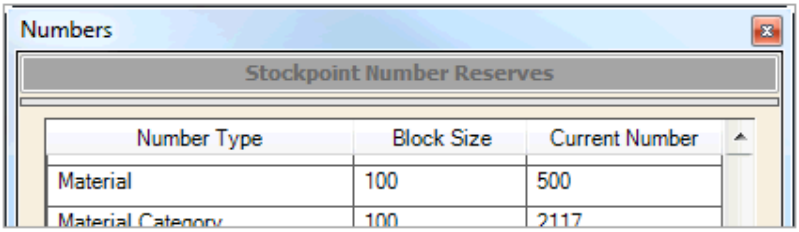
Most Enterprise users will work with thousands of TW records, list items, etc. The purpose of the **Number Blocks** is to help you avoid having duplicate numbers for any of these entries. As a best practice, you should allow ToolWatch Enterprise to generate

unique numbers for you. So that you may take advantage of this feature, you will need to establish these "blocks of numbers" that serve to prevent duplication of numbers.

Number Blocks are part of your initial set-up of ToolWatch Enterprise; therefore, once your company's ToolWatch administrator has set them up, they should not need to be altered ever again.

Block Size Explanation

We'll explain how **Block Size** works through an example, as shown in the image below:



- We have a **Material** block
- **Block Size** is set to 100
- **Current Number** is 500, meaning that the next block of numbers issued will begin at (500+1) 501

After the Number Blocks have been set up, as they are in this example, let's say that 3 employees are working with Materials.

John begins by creating new Material records. Picking up at 500 (already present), ToolWatch issues him the numbers 501 - 600. Next, Alex creates new Material records, and ToolWatch, beginning after 600, issues him the numbers 601 - 700. Lastly, Susan enters in, creating yet more Material records. ToolWatch, beginning after 700, issues her the numbers 701 - 800.

Note that each user gets his/her unique block of 100 numbers (from the Block Size you set earlier). This ensures that there will be no duplication of numbering, regardless of when syncing occurs.

To take this example one step further, if John were to use all 100 of his numbers, based on the example above, then ToolWatch would issue him the numbers 801 - 900, the next available block of 100 numbers after those from Susan.

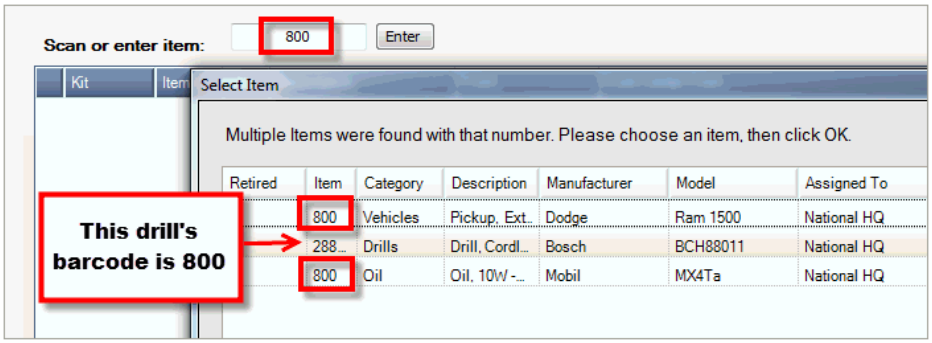
We recommend that you set your **Block Size** to 100 as we find it works best in most situations. You may set your blocks to whatever size works best for you: This is purely a recommendation based on our experiences.

NOTE: If you will be the only user using ToolWatch Enterprise, or if you are using only one site, you probably will not need to set up Number Blocks.

Setting Up the Number Blocks

If you are new to ToolWatch, and you are not migrating existing data into ToolWatch Enterprise, follow the steps below to set up your Number Blocks. If you are (1) not new to ToolWatch (i.e., meaning you are transitioning over from ToolWatch SE) or you are (2) migrating existing data into ToolWatch Enterprise, see the next topic, "Number Blocks – Transitioning From SE".

1. From the Lists tab, click on **Number Blocks** - Find the top line, **Barcode.**
2. In the **Block Size** column, type 100; in the **Current Number** column, type 1.
3. **Save** your work then re-open your **Number Blocks** window.
4. Type 100 in all remaining cells for the Block Size column.
5. In the **Current Number** column, type in the highest, most recent number you have used for that particular Number Type.
   - For example, if you currently have 525 kits that you are tracking, and they are numbered 1 – 525, you would type 525 into the Kit Current Number.
   - This ensures that numbers 1 – 525 will not be duplicated, and the system will always offer you a unique number greater than 525.
   - If you have no existing records, type in "0" or "1", even "100" if you wanted to start with triple-digit numbers, and so on.
6. Fill in every row. **Do not leave any fields blank.** If you do track the area in question and are unsure of the number, then arbitrarily choose a Current Number. If you leave this column blank, ToolWatch won't save any changes to this column.
7. While unlikely, sometimes multiples do occur. For example, here in this Transfer Ticket (see image), the number "800" was entered into the Scan field, bringing up 3 items:



   - a vehicle with a Tool Number of 800 (see **Item** field in the Number Blocks)
   - a drill with a Barcode of 800 (see **Barcode** field in the Number Blocks)
   - a Material/Consumable with the number 800 (this is from the **Material** field in the Number Blocks)

When this occurs, a "**Select Item**" window appears. This window prompts you to select exactly which item you want to populate that field.

Number Blocks When Transitioning from ToolWatch SE

If you are transitioning over from *ToolWatch SE*, or you are migrating existing data into ToolWatch Enterprise, then you will need to set up your Number Blocks based on your existing data.

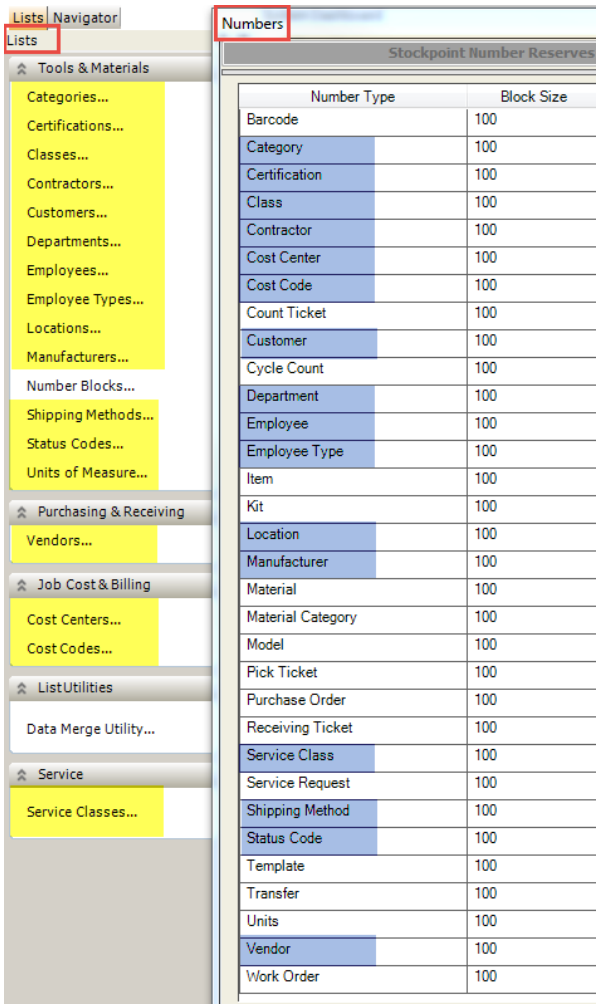
After all data has been migrated into Enterprise, then you will follow these steps:

1. From the **Lists** panel, click on **Number Blocks.**

2. In the **Block Size** column, type "100" all the way down the column.

3. Determine what to place in the Current Number columns by going to 1 of 2 general places in Enterprise:
   a. Lists or
   b. a "relevant" Browser (e.g., Tool or Transfer)

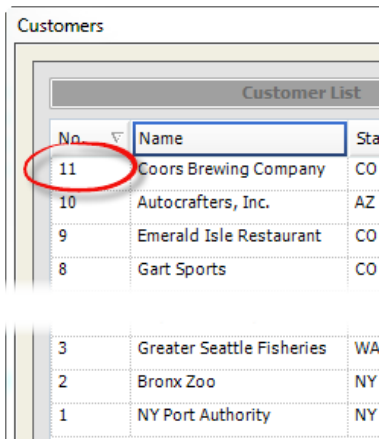
4. As you can see from this image, highlighted items are created and managed in the Lists.



To determine these values:

a. open a particular Lists item

b. sort amongst items to find the highest number present



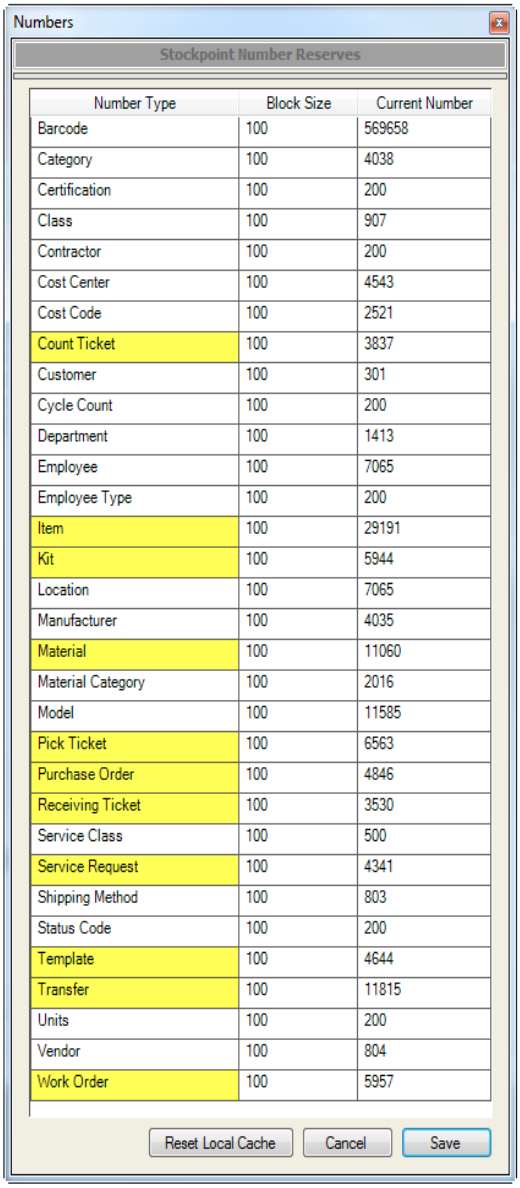
c. use this value as the Current Number

5. The remaining items from the **Number Types** column will need to be determined using their "relevant" browsers (see image):

For example, **Count Tickets** are created and managed in the *Count Ticket browser*.

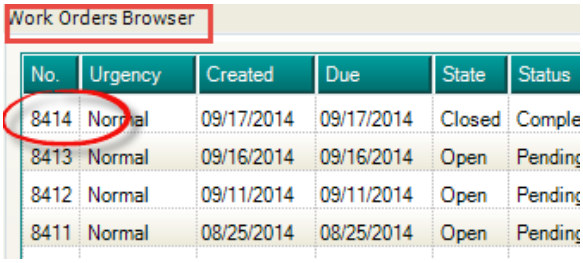
Items are created and managed in the *Tool Browser*.

Pick Tickets are created and managed in the *Pick Ticket Browser*, etc



Number Type	Block Size	Current Number
Barcode	100	569658
Category	100	4038
Certification	100	200
Class	100	907
Contractor	100	200
Cost Center	100	4543
Cost Code	100	2521
Count Ticket	100	3837
Customer	100	301
Cycle Count	100	200
Department	100	1413
Employee	100	7065
Employee Type	100	200
Item	100	29191
Kit	100	5944
Location	100	7065
Manufacturer	100	4035
Material	100	11060
Material Category	100	2016
Model	100	11585
Pick Ticket	100	6563
Purchase Order	100	4846
Receiving Ticket	100	3530
Service Class	100	500
Service Request	100	4341
Shipping Method	100	803
Status Code	100	200
Template	100	4644
Transfer	100	11815
Units	100	200
Vendor	100	804
Work Order	100	5957

a. open a browser for a **Number Type** of interest (e.g., Work Orders)
b. search for all records (**All Search** OR **All Categories > All Tools**)
c. sort the column for highest number (*a la* Step 4)



No.	Urgency	Created	Due	State	Status
8414	Normal	09/17/2014	09/17/2014	Closed	Comple
8413	Normal	09/16/2014	09/16/2014	Open	Pending
8412	Normal	09/11/2014	09/11/2014	Open	Pending
8411	Normal	08/25/2014	08/25/2014	Open	Pending

Training Activity #2: Number Blocks

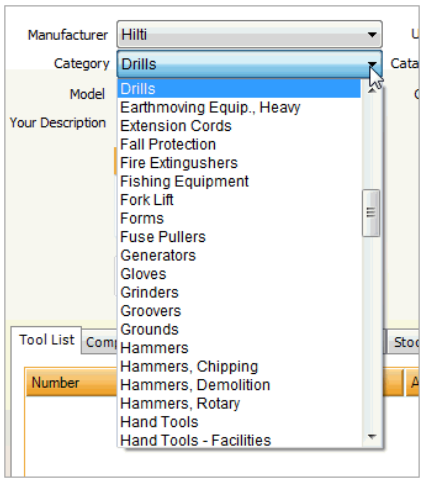
To review the procedures for this activity, see the following:

- TOOLWATCH BASICS > Basic Concepts > Number Blocks

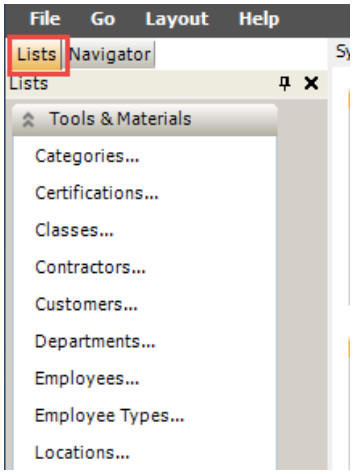
- Set the **Block Size** to 100 for every row.
- Set the **Current Number** to 1 for every row.
- Remember: Do 1-3 rows first, save your work, then re-open window.

When done, compare your work to the Answer Key

Managing Lists Information



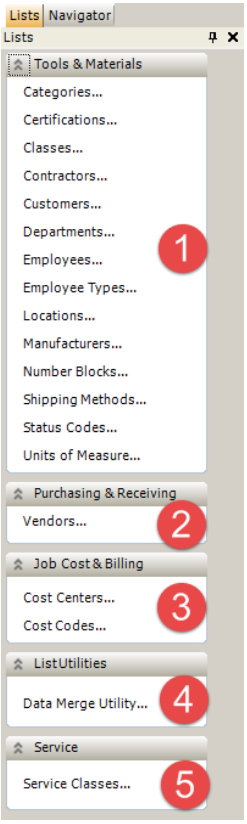
Throughout the ToolWatch Enterprise system you will encounter numerous drop-down lists such as the one shown here for *Category*. Most of these lists are populated by you as you create your own company profile. For the information to appear in these lists, it must first be added to the appropriate **Lists** item. Some common examples are **Categories, Manufacturers, Employees** and **Locations**.



All Lists are created and maintained in one location, located under the Lists tab at the upper left-hand corner of the main Enterprise window (see image).

(If the Lists tab is not present, click **Layout** then choose **Lists**.)

Lists is where you go to create and manage the main information for your company.



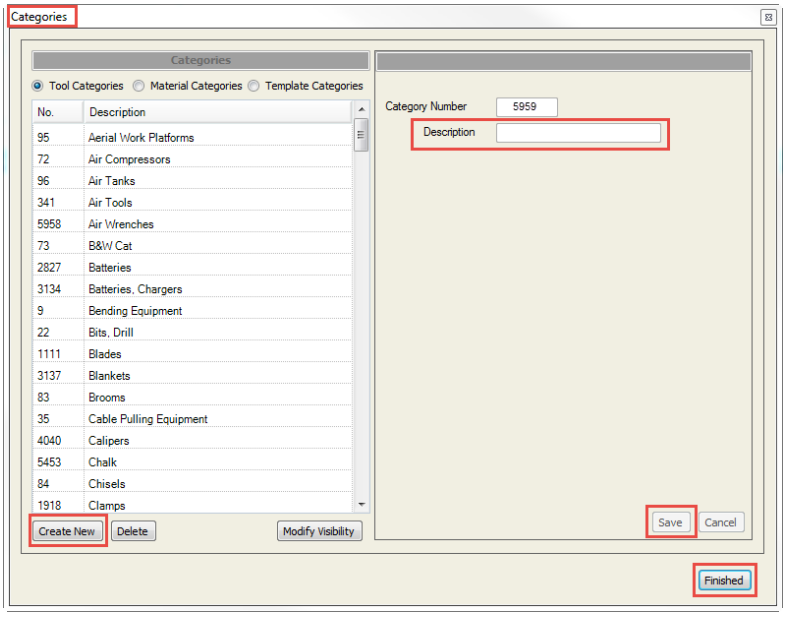
Lists are grouped into 5 areas (see image):

1. Tools & Materials
2. Purchasing & Receiving
3. Job Cost & Billing
4. List Utilities
5. Service

Create a New Lists Item

If you want to create a new **Lists** item you would:

1. From the **Lists** panel, select an item (say **Categories**).
2. From the window that opens up, select the **Create New** button.
3. Fill in the desired information on the right side of the window.
4. Select **Save > Finished**.
5. Check under the Lists item to see that your entry has been created.



Training Activity #3: Create Lists Items

To review the procedures for this activity, see the following:

- TOOLWATCH BASICS > Essential Concepts > Managing List Information

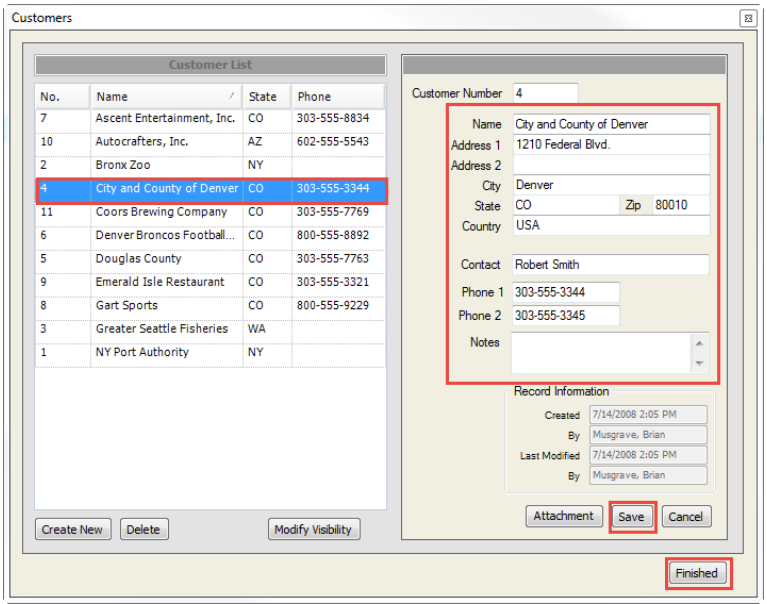
1. Create the following 2 Tool Categories:
   - **Vehicles**
   - **Screwdrivers**
2. Create the following 2 Material Categories:
   - **Oil**
   - **Fasteners**
3. Create the following 4 Manufacturers:
   - **Ford**
   - **Mobil 1**
   - **Craftsman**
   - **Grip-Rite**

When done, compare your work to the Answer Key.

Edit an Existing Lists Item

If you want to edit an existing Lists item you would (see image):

1. From the **Lists** panel, select an item (say **Customers**).
2. From the window that opens up, find an item on the left side to edit.
3. Select this entry by clicking once to highlight it.
4. Update/modify any of the information on the right side of the screen.
5. Select **Save > Finished.**



As a best practice, the first time you create something new, you should check to see that your work has been modified.

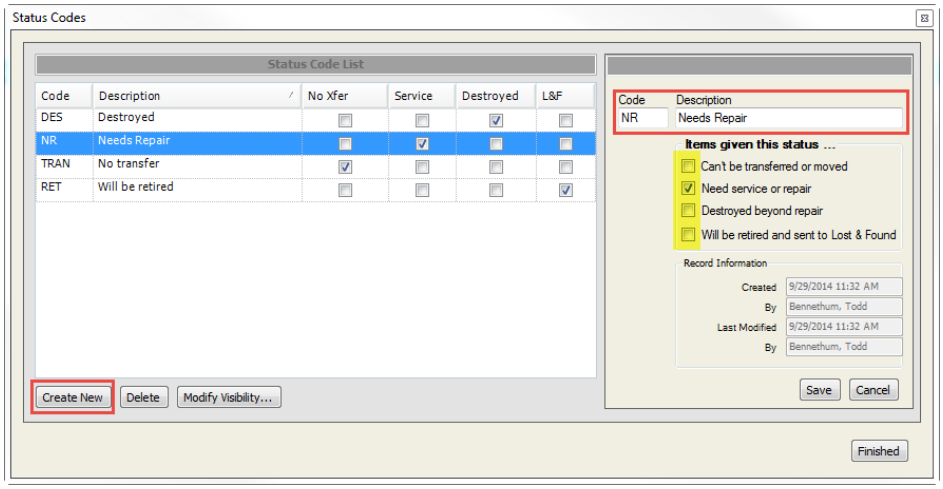
Status Codes

Status Codes are used to assign a particular status to tools and equipment. This enables you to filter out items by status in the Tool Browser and in Reports. Statuses can also affect whether an item can or cannot be transferred or if it can initiate the retirement of an item. For example, by changing the status of an asset to "Needs Repair", you may trigger a rule that prevents that asset from being transferred again until it has been repaired and the status updated.

Here are steps in creating a Status Code:

1. From the **Lists** panel, click on **Status Codes...**
2. In the **Status Codes** window, click the "Create New" button (see image).
3. In the **Code** field, enter in a short abbreviation for the status you are creating (e.g., ***NR*** for Needs Repair)

- Note that it is recommended to create only a Status Code when there is a need – for example, do not create one for "OK" if everything is fine.



4. In the **Description** field, enter a summary of the Status.

> NOTE: Status Codes applied to tool records will appear on transfers, in browsers and on selected reports.

5. In the **Items given this status...** area, you can associate rules with this Status. (Rules are optional.) So, when you give a tool this Status, the rule(s) you've scheduled will be executed.
   Below are the rule choices explained:

- **Can't be transferred or moved (No Xfer)**: Once an item has this status, when you attempt to place the item on a Transfer Ticket, a window appears saying, "This Item has a Status of Do Not Transfer". Consequently, ToolWatch prompts you with a reminder indicating its status - and a chance to change the status so that you can transfer the item.

- **Need Service or Repair (Service)**: Each time a tool record is viewed with a status of "Needs Service or Repair," the user will be prompted with a request that says, "Do you want to schedule service for this tool?"

- **Destroyed beyond repair (Destroyed)**: Each time a tool record is viewed with a Status of "Destroyed beyond repair", the user will be prompted with a request that says, "Do you want to retire this tool?"

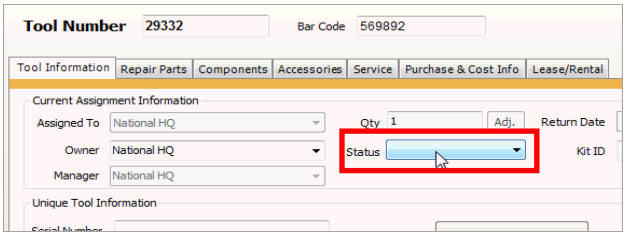
- **Will be retired and sent to Lost & Found (L&F)**: Each time a tool record is viewed with a Status of, 'Will be retired and sent to Lost & Found", the user will be prompted with a request that says, "Do you want to retire this tool?"

6. Click the **Save** > **Finished** buttons.

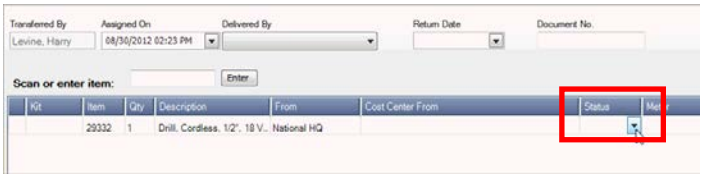
Assigning a Status Code to a Tool

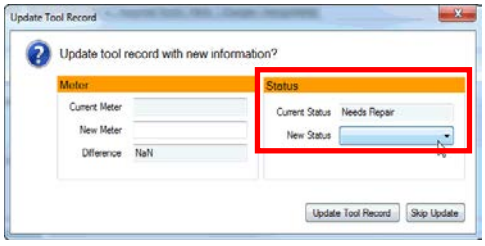
There are many places in ToolWatch Enterprise where you can assign, or update, a tool's Status. They are:

a) directly on the item's **Tool Record**



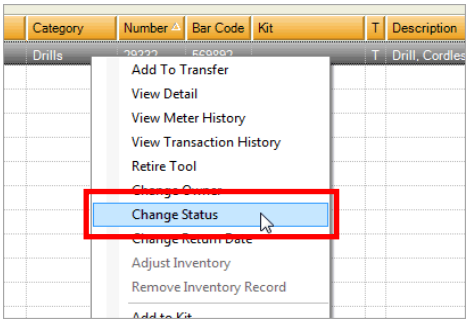
b) by way of a **Transfer Ticket**





c) when completing a **Work Order**

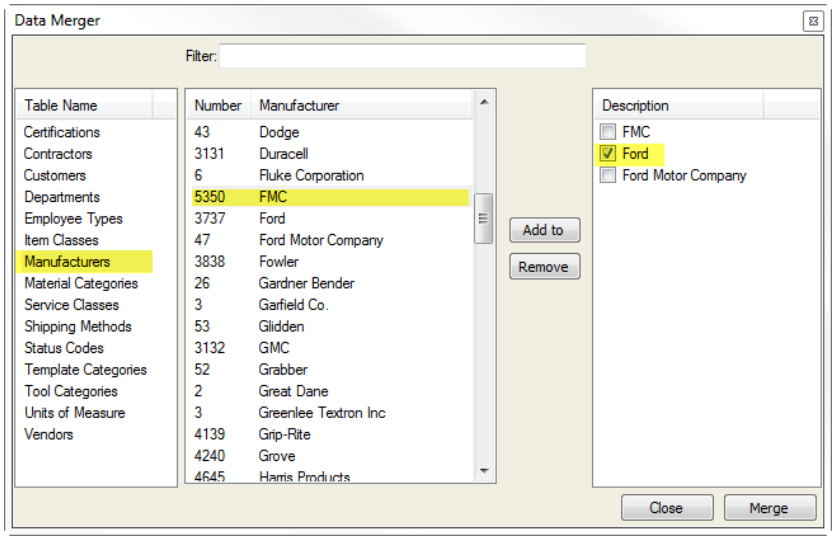
d) using the **Tool Browser** – right-click on the tool's line item



Data Merge Utility

The **Data Merge Utility** allows you to combine two or more similar Lists items down to one. For example, let's say that you have created the following 3 Manufactures: Ford, FMC, and Ford Motor Company. Using the Data Merge Utility, you can merge these Manufacturers into one, for example merging them all into the "Ford" Manufacturer. By doing so, all models having either the "FMC." or "Ford Motor Company" will now have their Manufacturer listed as "Ford". Furthermore, the FMC and Ford Motor Company Manufacturer choices will no longer be present in the Lists.

Here are the steps in using the Data Merge Utility:

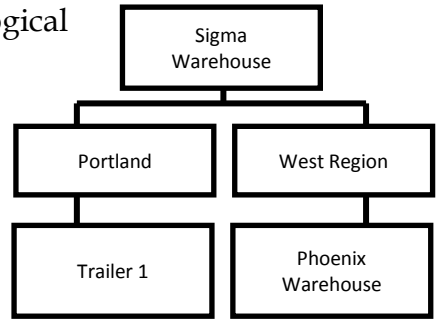


1. From the **Lists**, select the **Data Merge Utility…** the **Data Merger** window opens (see image).
2. On the left of this window, highlight the area where you need to merge items (here it would be Manufacturers).
3. In the center column, highlight the first relevant item (FMC or Ford Motor Company), and then click the **Add to** button.
4. Repeat Step 3 until all of the items you would like to merge have been added to the far right column.
5. In the far right column, place a checkmark next to the name that you would like to keep (here "Ford" from the example above).
6. Click the **Merge** button
7. Click **Save** > **Finished** buttons. You will see the changes after your next sync is completed.

Locations & the Org Tree

Organization Tree

The **Organization Tree** enables you to organize your data into logical groups to match the physical structure of your company. This is similar to how a company may create a hierarchal management structure.

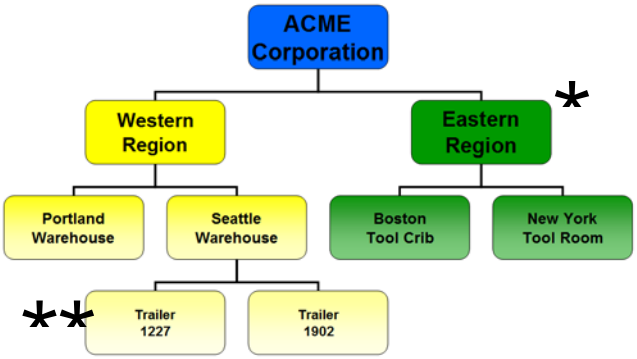


Here is a simplified Organization Tree. In this example, the Sigma Company is organized with a main corporate warehouse (top level) and 2 geographically separated groups

(one in Portland and one in the West Region). Those 2 groups are further divided downward.

Now, let us show our Organization Tree as an **Org Tree** like those in Enterprise. The organization tree displays each of the company's Stock Locations. Other (Job) Locations are not represented here. The Org Tree looks like an Organization Tree turned 90 degrees counter-clockwise (see image).

Here is yet another example (see diagram) of a typical Organization Tree. We will use this diagram to introduce the concept of being **pinned** in TW Enterprise.



If you were *pinned* (*) in the Eastern Region, you would be able to see and manage only the inventory assigned to or owned by the:

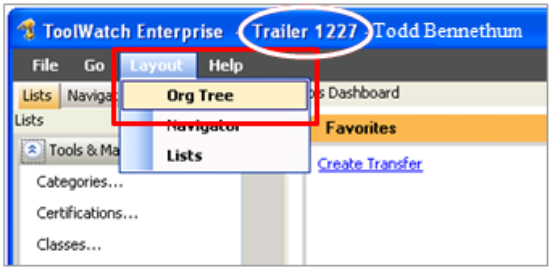
- Eastern Region
- Boston Tool Crib and
- New York Tool Room

Similarly, if you were *pinned* (**) at Trailer 1227, you would be able to see and manage only the inventory at Trailer 1227.

Finally, if you were *pinned* at the ACME Corporation level, you would be able see and manage all inventories at every location throughout the entire Organization Tree.

Org Tree

ToolWatch Enterprise builds on the Organization Tree concept with its own **Org Tree** interface. The **Org Tree** utilizes the idea of being "pinned" to control what items an individual can see and manage.



The Org Tree can be viewed by:

1. opening up the **Layout** menu
2. selecting **Org Tree**

The Org Tree is comprised of **Stock Locations**. A Stock Location in ToolWatch Enterprise is the

equivalent of a warehouse or tool crib from which tools are received and delivered. Here, the Stock Location "Trailer 1227" is pinned: This is illustrated by it being listed in the header information (see image - circled).

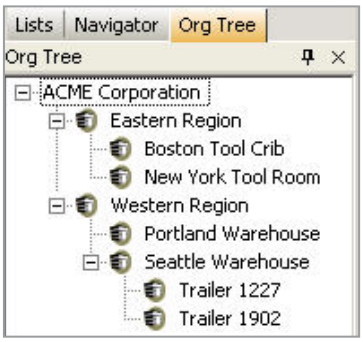
Many organizations have a single Stock Location, for example one warehouse. Or your organization may have multiple Stock Locations, as in the ACME Corporation example.

The Organization Tree gives an organization with multiple Stock Locations the ability to select, view and track their inventories at each Stock Location. To be pinned at a given Stock Location, open the Org Tree and click on it – It will be highlighted.

If you are pinned (see image) at the ACME Corporation level, you would be able to see and manage all of the inventories at all of the Stock (and non-Stock) Locations shown throughout the entire Org Tree.

Conversely, if you were pinned at the Seattle Warehouse, you would only be able to see and manage the inventories at the:

- Seattle Warehouse
- Trailer 1227 and
- Trailer 1902



NOTE: You can always tell where you are currently pinned in the Org Tree by looking at the Header (top bar) in the Enterprise window.

Stock Locations vs. Jobs (Non-Stock Locations)

ToolWatch Enterprise supports multiple **Stock Locations** where tools and materials are stored and managed. A Stock Location is usually manned with a staff whose responsibility it is to manage and assign tools and materials to job sites and workers. Small job sites served with gang boxes and unmanned trailers are not typically configured as Stock Locations.

Some examples of Stock Locations are warehouses, manned job trailers or manned tool containers, and trucks that carry a perpetual stock of inventory.

ToolWatch also supports multiple **Jobs** (job sites), also referred to as Non-Stock Locations. There are a couple of critical differences between Stock Locations and other locations.

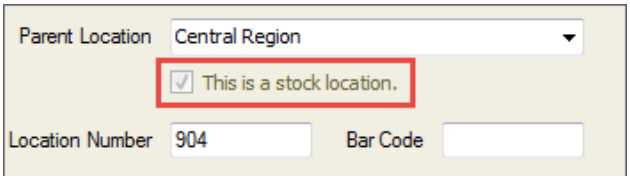
When items are assigned to a Stock Location, an inventory quantity is maintained as "In Stock" for each item at that location. However, when items are assigned to a job, the assignment is recorded but items such as materials are considered consumed when they are assigned; as such, no inventory level is tracked at the location.

Only create Stock Locations for actual warehouses, manned tool trailers, etc. where items are held in inventory before they are actually used, and then eventually assigned to job sites or workers.

Creating a Stock Location

Stock Locations are your warehouses, tool cribs, tool rooms, manned trailers, etc. or places where you store, stock, and distribute tools, equipment, materials, and consumables.

Here are the steps in creating a Stock Location:



1. Go to the **Lists** panel
2. Click the **Locations...** button
3. Click the **Create New** button
4. Place a check mark in the box labeled, "**This is a Stock Location**" (see image).
5. In the **Description** field, type in the name of the Stock Location, here say "Denver Warehouse".
6. From the **Parent Location** drop-down menu, choose the appropriate "parent" Stock Location under which this "child" Stock Location should fall directly.
   - For example, if you have an existing Denver Warehouse, and you are creating a new Tool Crib in Denver, the Parent Location of the new Tool Crib would be the Denver Warehouse. (This concept is explained in further detail in the Organization Tree.)
7. Fill out any optional remaining fields (i.e. address, phone, the job's supervisor, etc.).
8. Click the **Save** button
9. Click the **Finished** button

Creating a Job (or Non-Stock Location)

Jobs (or Regular, Non-Stock Locations), are your job sites, projects, etc. where inventory is not stored perpetually.

Here are the steps in creating a Job:

1. Go to the **Lists** panel
2. Click the **Locations...** button
3. Click the **Create New** button
4. In the **Description** field, type in the name and/or job number of this Job.
   - If your company uses Job Numbers, we recommend that you enter the **Job Number** in both the Description and the **Location Number** fields. This will ensure that the Job Number will appear in the relevant drop-down menu as well as in reports.

5. From the Parent Location drop-down menu, choose the appropriate Stock Location with which this Job should be directly associated (i.e., its parent).
   - This only applies if your company has more than one Stock Location.
6. Fill out any optional remaining fields (i.e. address, phone, the job's supervisor, etc.).
7. Click the **Save** button
8. Click the **Finished** button

Training Activity #4: Create Locations

For this activity, you will create **1 Stock** and **2 Jobs** in Enterprise.

To review the procedures for this activity, see the following:

- TOOLWATCH BASICS > Basic Concepts > Locations & The Org Tree

1. The Description (or title) of your Stock Location will be:
   - **Wood River Warehouse**
   - Be sure to designate it as a **Stock Location**
   - Select the **Main Warehouse** as the **Parent Location**
2. The Description (or title) of your first Job will be:
   - **10411-Legacy**
   - Be sure to designate it as a **Non-Stock Location**
   - Select the **Wood River Warehouse** as the **Parent Location**

3. The Description (or title) of your second Job will be:
   - **Stoneybrook**
   - Be sure to designate it as a **Non-Stock Location**
   - Select the **Main Warehouse** as the **Parent Location**

When done, compare your work to the Answer Key.

Modifying Visibility

As an Administrator, when you create an entry in a List item such as a new tool Category, you can see immediately the Category you created. However, other users

logged into the system below your current position in the Org Tree may not see this new Category until they are allowed to view the new Category.

Modify Visibility enables you to display List items relevant only to specific users or groups of users. An example may be to show Customers in NY City only to Employees pinned at the NY City Warehouse.

1. As an Administrator, you assign (or "pin") yourself to a Stock Location of interest.
2. Select the appropriate Lists item (e.g., Manufacturers).
3. Click on that Lists' **Modify Visibility** button.

4. The **Visibility** window opens up.
5. Choose the items (here, it would be Manufacturers) you would like to be visible at this level (Stock Location) by:
   a. checking (or unchecking if checked) individual items
   b. selecting **Check All** or **Uncheck All** for shortcut
6. Select **Save** then **Finished.**

Keep in mind that Modify Visibility does not only impact you but it affects everyone that is pinned to the same level of the Org Tree as you.

Training Activity #5: Modify Visibility

To review the procedures for this activity, see the following:

- TOOLWATCH BASICS > Basic Concepts > Modify Visibility

1. Be sure you are pinned at the top of your Org Tree.
2. **Modify Visibility** so that all of your **Locations** and **Manufacturers** are visible at this level.
3. Pin yourself to the **Wood River Warehouse** location.
4. **Modify Visibility** so that only your (a) **10411-Legacy** Location and your (b) **Ford** and **Mobil 1** Manufacturers are visible at this level.
5. Pin yourself back to the top of the Org Tree – Close the tree.

When done, compare your work to the Answer Key.

NOTE: If you want employees to be able to transfer, receive from, etc. your main warehouse, you will want to include this location in your employees' visibilities at those Stock Locations to which they're pinned.

Employees and Permissions

There are two types of employees in ToolWatch Enterprise:

- Standard Employees (or **Non-Users**)
- **Users** of ToolWatch

Standard **Employees** work for your company and are people to whom you transfer tools and materials; however, they do not have access to sign into ToolWatch Enterprise and therefore are considered **Non-Users**.

Users of ToolWatch fit the same description as Standard Employees with one exception: They do have the ability to access and sign into ToolWatch Enterprise.

Creating a Standard Employee

1. From the Lists panel, click on the Employees list.
2. Click on **Create New** at the bottom of the Employee List screen.
3. From the **Assigned Stock Location** drop-down menu, select the main Stock Location assignment for the Employee. This is from where the Employee will be working or the main Stock Location from which he will be assigned tools.
4. Fill in **First Name** and **Last Name** for the employee and any other optional fields necessary.
5. Click **Save.**
6. Click **Close.**

User Role Permissions

Prior to creating a User of ToolWatch, you first need to create a **User Role** for him. This is a set of **Permissions** that you, as the company's ToolWatch Administrator, have created specifically for this person's role in your company. A User Role outlines exactly what a User can and cannot do while he is logged into ToolWatch.

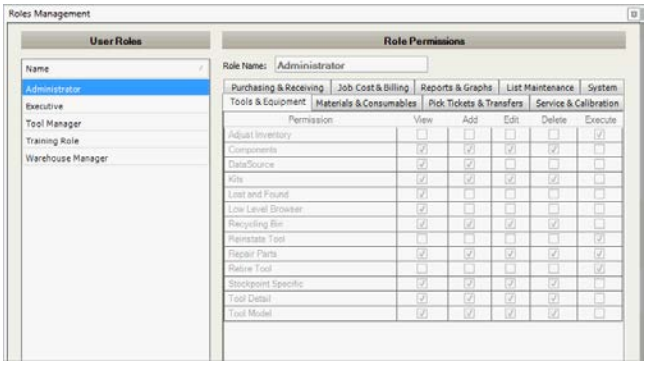
Examples of User Roles might be:

- Project Manager
- Executive
- Warehouse Manager
- Tool Crib Manager

Default User Roles

There are two roles that come pre-loaded with ToolWatch Enterprise. They are the:

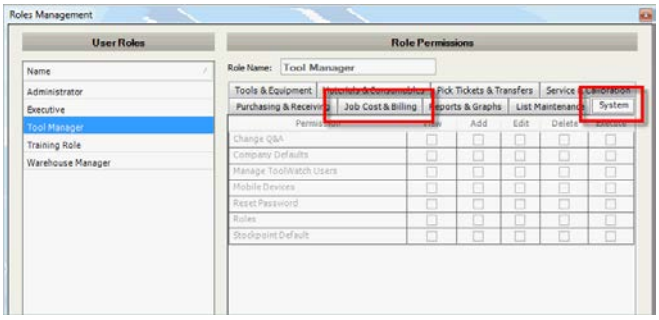
- **Administrator** User Role
- **Tool Manager** User Role



A person given the **Administrator User Role** (see image) can do anything and everything in ToolWatch Enterprise. Any Permission that is available to be granted, now and in the future, is granted. You'll also note that all of the checkboxes are grayed-out, meaning nothing may be altered.

We recommend that you have two (2) Administrators assigned in ToolWatch. You do not want to have only one because if something happens, say with the password of that Administrator, it requires yet another Administrator to re-issue the password.

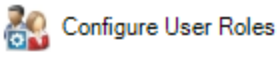
Additionally, you can issue the Administrator role to more than two people at your company but be cautious of doing so: Because of the breadth and depth of what an Administrator can impact, they are able to do anything in the system.



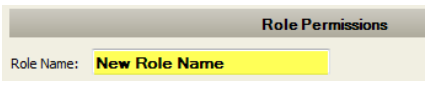
A person given the **Tool Manager User Role** (see image) can do most everything in the software. The difference between the Tool Manager role and the Administrator role is that the Tool Manager does not have access to any Permission on the **System** tab nor does he have access to Permissions on the **Job Cost & Billing** tab.

Creating a New User Role

1. From the **Navigator** panel, select the **Administration** module.

2. Under the **Administration** module, select **Configure User Roles**. 

3. Click on the **Add** tab at the bottom of the **User Roles** window.
4. Click in the **Role Name** field and assign a name for the new **User Role**.



5. On each tab under **Role Permissions**, click in those boxes (✓) granting Permissions you want Users with the role to be able to perform (see image). Every time you

place a checkmark in a box, you are granting Permissions for that particular function.

NOTE:

Depending on the Permission, only the **View**, **Add**, **Edit** and **Delete** boxes will be available. Others will have only the **Execute** function available, meaning it is a function that the User will be able to perform, such as (see checkmarks to right):

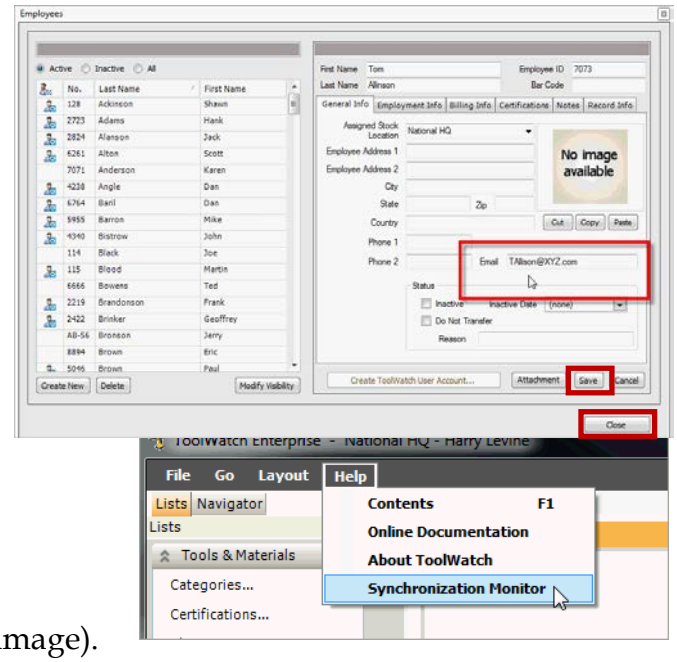
Permission	View	Add	Edit	Delete	Execute
Adjust Inventory	☐	☐	☐	☐	✓
Components	☐	☐	☐	☐	☐
DataSource	☐	☐	☐	☐	☐
Kits	☐	☐	☐	☐	☐
Lost and Found	☐	☐	☐	☐	☐
Low Level Browser	☐	☐	☐	☐	☐
Recycling Bin	☐	☐	☐	☐	☐
Reinstate Tool	☐	☐	☐	☐	✓
Repair Parts	☐	☐	☐	☐	☐
Retire Tool	☐	☐	☐	☐	✓
Stockpoint Specific	☐	☐	☐	☐	☐
Tool Detail	☐	☐	☐	☐	☐
Tool Model	☐	☐	☐	☐	☐

- **Adjusting Inventory**
- **Reinstating** a tool
- **Retiring** a tool

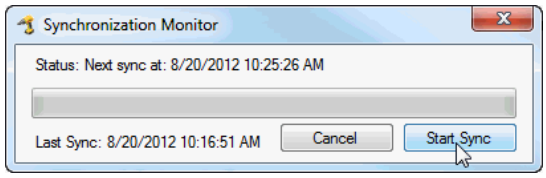
The Permissions discussed here can be found at Appendix #8: Explanations of Each Role Permission.

Creating a ToolWatch Enterprise User

1. From the **Lists** panel, click the **Employees...** button.
2. From the list of Employees, select the Employee who you want to make a User: Enter his email address in the **Email** field (see image).
   - If this is a new Employee, select **Create New** then fill in all relevant details.
3. Click the **Save** button.
4. Click the **Close** button
5. From the **Help** menu, manually sync by choosing **Synchronization Monitor** (see image).



6. In the **Synchronization Monitor** window, click the **Start Sync** button (see image).

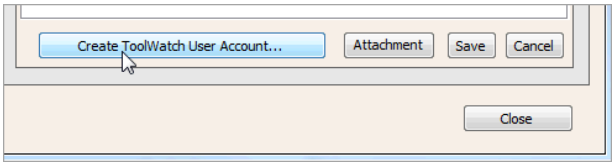


7. Once the sync has finished (follow the progress bar), close the **Synchronization Monitor** window.

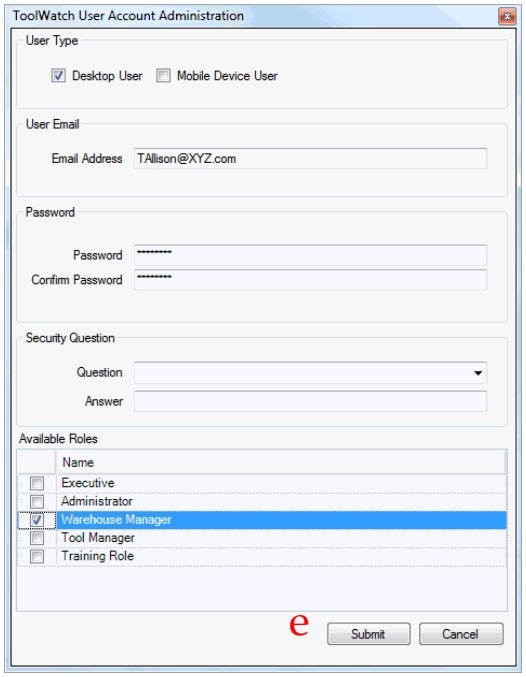
8. From the **Lists** panel, click the **Employees...** button.

9. From the list of Employees, select (highlight) the employee in question.

10. Click on **Create ToolWatch User Account** button (see image).



11. In the **ToolWatch User Account Administration** window, the following selections are required (see image):



a. **User Type**– Users can access the Desktop application, the Mobile Device, or both
b. **Password**– at least 5 characters long; this IS case-sensitive
c. **Security Question**– this is *optional*; choose one of the three security questions available and type the answer to the security question in **Answer** field.
d. Available **Roles** – choose one of the two default roles **OR** choose one of the User Roles you created

12. Click the **Submit** button ("e" on image) and do a final sync.
13. Open **Employees** again and manage this new user as discussed in the next section. After your next sync, this User will be able to log into ToolWatch Enterprise using the new credentials (email and password) you just entered into the system.

Training Activity #6: Create User and Standard Employees

To review the procedures for this activity, see the following:

- TOOLWATCH BASICS > Basic Concepts > Employees & Permissions

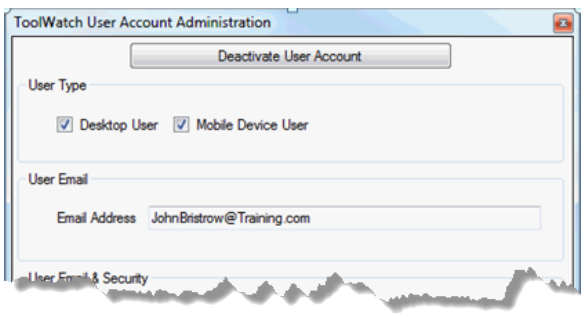
1. First create a **User Role** with the **Role Name** of "Inventory Manager".
   a. randomly assign **6 Permissions** of your choice from **3 different tabs**
2. Create the following 3 **Employees** in Enterprise. A Standard Employee is one to whom you transfer tools and materials while a User can log into ToolWatch.
   a. Jane Doe
   b. Tom Smith
   c. Susan Jones
3. Make Tom Smith and Jane Doe **Standard Employees**.
4. Assign **Parent Locations** to each as follows:
   a. Susan Jones and Tom Smith — Main Warehouse
   b. Jane Doe — Wood River Warehouse
5. Make Susan Jones a **ToolWatch User**
   a. give her the newly created User Role of *Inventory Manager*
   b. create an **email address** for her & assign a **password** of "toolwatch"
   c. be sure she is both a **Desktop** and **Mobile Device** User
5. Do not forget to **Save** before you do a **manual sync.**
6. Revisit 5c above and re-check the buttons if undone. **Save** your work again.

When done, compare your work to the Answer Key.

Managing Existing Users of ToolWatch Enterprise

Managing existing Users of ToolWatch involves changing their:

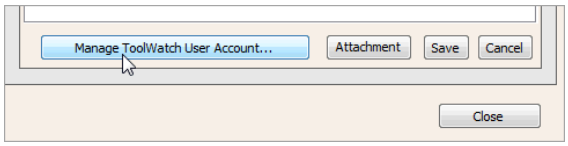
- User Type (i.e. Desktop, Mobile Device, or both)
- Email Address
- Password
- Security Question
- User Role



This is also where you go to **Deactivate a User Account** (see image):

To manage an existing User:

1. From the **Lists** panel, click the **Employees...** button.
2. From the list of Employees, select (highlight) the Employee.
3. Click on the **Manage ToolWatch User Account** button (see image)

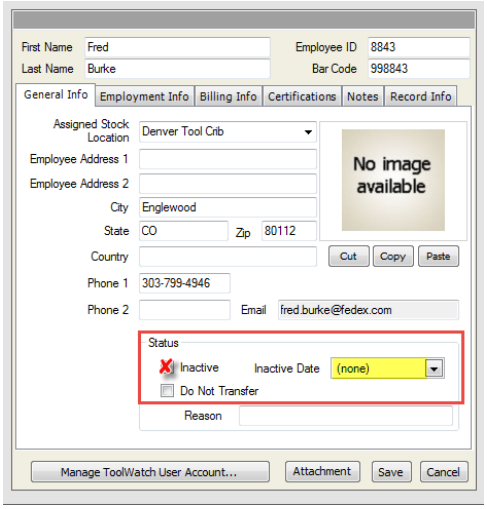


4. In the **ToolWatch User Account Administration** window, make any desired changes.
5. Click the **Submit** button.
6. **Save** and **Close**

After the next sync, your changes will take effect.

NOTE:

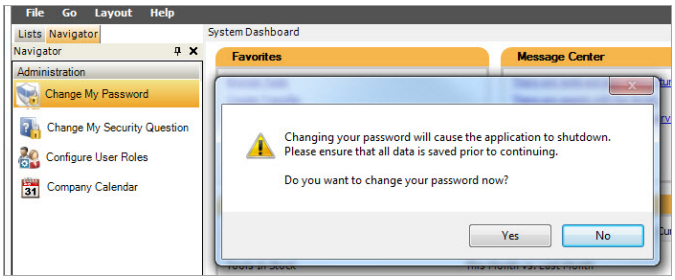
You can also **Inactivate** an Employee or Location by clicking on the **Inactive** button found in the **Lists > Employee** (or Location) and then in the "Status" field (see image).



An Inactive employee (or location) is removed from all drop-down lists and all related functions. Tools assigned to this employee (or location) keep that assignment as do all previous records (e.g., transfers, service) with this name or location.

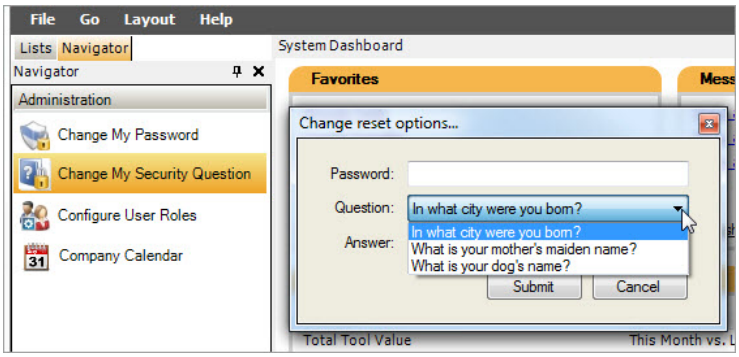
Keep in mind that a root Stock Location (i.e., the top location in your Org Tree) **cannot be made inactive**.

Changing Your Password



1. From the **Navigator** panel, click on the **Administration** module.
2. Click on the **Change My Password** button.
3. This message will appear (see image). We suggest you write down this new password.
4. Clicking on **Yes** will close the program and require logging in again using the **NEW** password.

Changing Your Security Question



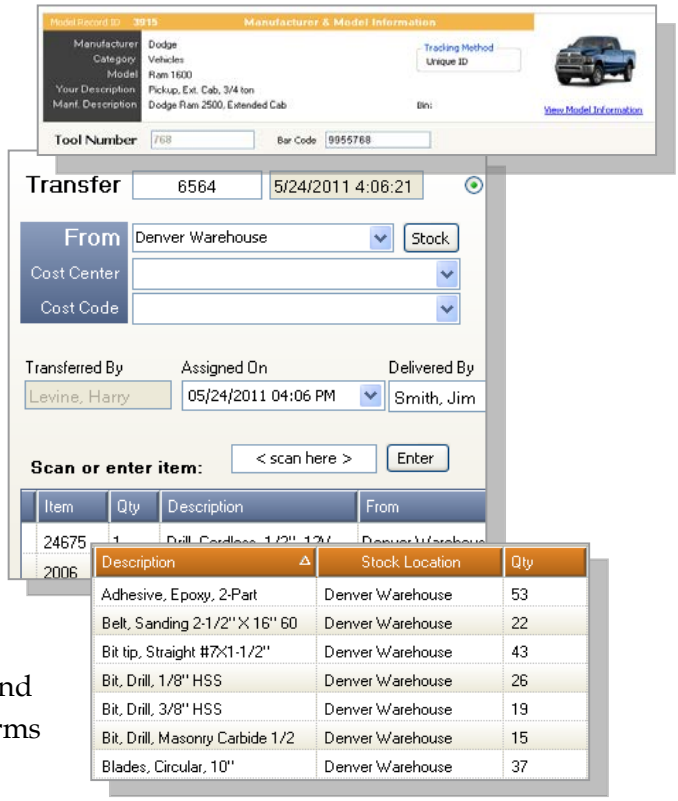
1. From the **Navigator** panel, click on the **Administration** module.
2. Click on the **Change My Security Question** button (see image).
3. In the **Change reset options...** window, enter your **Password** in the Password field.
4. Click on the **Question** drop-down arrow and select one of the 3 Security Questions listed.
5. Enter the answer to the Security Question in the **Answer** field.
6. Click **Submit**
7. Following the next synchronization, password retrieval will require the user to answer the new Security Question.

Enterprise Essentials

In this section, Users will learn the integral steps involved in identifying then tracking and transferring your company's tools & equipment along with its materials & consumables.

Upon successful completion of this Section, the learner will be able to:

- identify & distinguish between the 2 main categories tracked in Enterprise: **Tools & Equipment** and **Materials & Consumables**
- recall the 2 methods by which tools and equipment are tracked: (1) individually with a unique **ID Number** and (2) in groups by quantity
- discuss 2-3 characteristics of **Unique Tools** and advantages of tracking resources this way
- list the 3 types of numbers associated with a Unique Tool
- discuss 2-3 characteristics of **Quantity Tools** and some advantages of tracking resources this way
- distinguish between a **Tool Model Record** and a **Tool Record**
- for a given inventory item (Unique Tool, Quantity Tool), perform the following tasks:
  a. create a new Tool Model Record
  b. locate an existing Tool Model and/or Tool Record
  c. create a Tool Record from an existing Tool Model Record
- retire an asset from active inventory using the **Retire Item** function as well as reinstating an asset using the **Reinstate Item** feature
- describe the layout of the **Tool Browser** window and how you can use it to navigate through various forms of tool identification
- describe the layout of the **Material Browser** window and how you can use it to navigate through various forms of materials information
- from the Tool or Material Browser, demonstrate how to **search** by (a) category & (b) criteria
- discuss when and how **Kits** are applied
- create a new Kit as well as locate and edit an existing one using the **Kit Browser**
- utilize the **Low Level Browser** to identify items whose current inventory levels are below their designated Low Inventory Levels



- outline the steps in setting **High, Target** & **Low Inventory Levels** for a Material Record
- distinguish between **Materials** and **Consumables** and explain how they are tracked in Enterprise
- distinguish between a **Material Model Record** and a **Material Record**
- for a given inventory item (Materials, Consumables), perform the following tasks:
  a. create a new Material Model Record
  b. locate an existing Material Model and/or Material Record
  c. create a Material Record from an existing Material Model Record
- define **Material Inventory Record** and explain when you would use it in your inventory
- create and stock multiple Material Inventory Records for different Stock Locations and remove unwanted records
- explain what a **Bin** is and how you would enter Bin information into your inventory records
- discuss the significance of **Transfer Tickets** in Enterprise, especially as they pertain to Pick Tickets
- designate Tools & Materials for transfer by creating a Transfer Ticket
- generate a Transfer Ticket from any one of the following: Tool Browser, Material Browser, Transfer Browser
- search for and view historical Transfer Tickets using the **Transfer Browser**
- print a Transfer Ticket or export its data to a spreadsheet
- explain what a **Personal Issue (PI)** item is and how to assign a tool as PI
- utilize the **Express Check-In** & **Express Check-Out** features to expedite inventory transfers
- explain the role **Pick Tickets** have in Enterprise
- create, populate and edit a Pick Ticket
- search for and browse historical Pick Tickets using the **Pick Ticket Browser**
- select (or "**Pick**") a Pick Ticket and transfer it out to fulfill the Pick Ticket request
- discuss when and how **Templates** are applied (e.g., to Pick Tickets & Purchase Orders)
- create a new Template and add it to an existing Pick Ticket
- develop an inventory plan using the **Count Inventory** feature
- use the **Count Ticket Browser** to manipulate (create, search, edit, print **Count Tickets**
- use a Count Ticket to conduct a Count Inventory for a location
- review and adjust final inventory results using the **Inventory Adjustment Browser** function, including the **Posting** of final results
- prepare and print a **Count Inventory Report** relevant to your inventory
- locate and print reports appropriate to your needs from the **Reports & Graphs** module (or any other module in the program)
- generate reports in the following file formats: **printed copy, .csv** & .**pdf**
- export data from any database window using the **Export Data** feature
- attach an artifact using the **Attachments** function

Introduction

Tools & Equipment

ToolWatch software manages tools separately from consumables. Any resource that is to be assigned, tracked and then returned, is for our purposes a "tool". "Equipment" items are managed with the same set of software windows, reports, etc. There appears to be no clear definition that states the difference between the words "tool" versus "equipment." This seems to be a personal preference from one organization to the next.

Some organizations use the words "consumable" and "materials" interchangeably; others make matters more confusing by calling a small tool a "consumable." Throughout this guide we will use the terms "tools" and "equipment" interchangeably; we will do likewise with the terms "materials" and "consumables". We prefer to place items that are actually consumed (i.e., used up while working) and not expected to be returned (e.g., duct tape, oil) and building materials (e.g., PVC pipe, lumber - items that are installed), into the broad group of "materials & consumables".

Tool Tracking Methods

ToolWatch Enterprise is capable of tracking tools and equipment using 2 approaches:

1. Tracking unique items via a unique **Identification Number**
2. Tracking groups of similar tools by their **quantity**

When creating a tool record, you must choose one method for the type of tool you are tracking. As an example, you may wish to track each of your vehicles with a unique ID number or a barcode but track long-handled shovels by quantity. You must make this choice when you are creating your tool data. If later you decide to change your tracking method, the records for those tools must be deleted and re-created.

Unique Tools

Unique Tools can be tracked by a unique **Identification** (**ID**) **Number**. There are three such numbers that can be associated with a Unique Tool:

1. Tool Number
2. Barcode Number
3. Serial or Manufacturer Number

These tool records contain much information, some of which may include:

- the exact history of the tool including (1) date purchased, (2) purchase cost, (3) warranty and (4) service information
- locations where the tool has been assigned throughout its life in inventory
- the usage history for the tool

Most power tools are ideal candidates for unique ID number tracking. Other common Unique Tools are vehicles or other engine-driven equipment that require scheduled service. Tools that require inspections or certifications to meet certain safety regulations should be tracked uniquely also.

Quantity Tools

Tracking tools by quantity is suitable for smaller items or those to which it is difficult to assign a unique number or affix a tool label. Some examples of tools typically tracked by quantity include inexpensive drill bits, hand tools like screwdrivers or personal items (PPE) such as hard hats and leather gloves.

While tracking tools by quantity is often a good decision, in some situations it has serious limitations. One common problem is that the quantities reported in the database are seldom correct after the initial setup for reasons such as:

- tools are moved between projects
- tools become lost or stolen
- tools are returned to the warehouse or crib without knowing from where they came

If an actual count is not critical, and if the history of the individual tool is not important, then tracking by quantity may be an acceptable method to consider. Using **Quantity Tools** also may be appropriate to track larger numbers of items that are issued in bulk or not serviced.

Model Records vs. Tool Records

Model Records

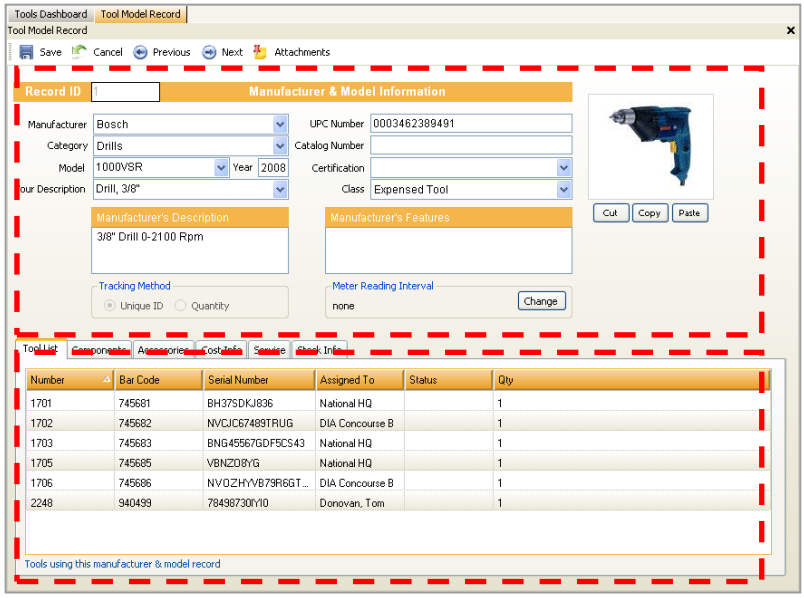
ToolWatch Enterprise supports the use of **Model Records**. Model Records reduce the amount of data you must enter to track items of the same type. Using Model Records also promotes the consistency of data among many users (e.g., streamlined tracking of 50 cordless drills of the same Manufacturer and Model).

A Model Record window (see image) – in the upper portion (**A**) - contains the record's information, an optional photo, appropriate Tracking Method, and other information that would be redundant for tools of the same type.

A

The lower portion (**B**) of the window displays a list of all tools currently being tracked, tools that were created using the Model Record.

B

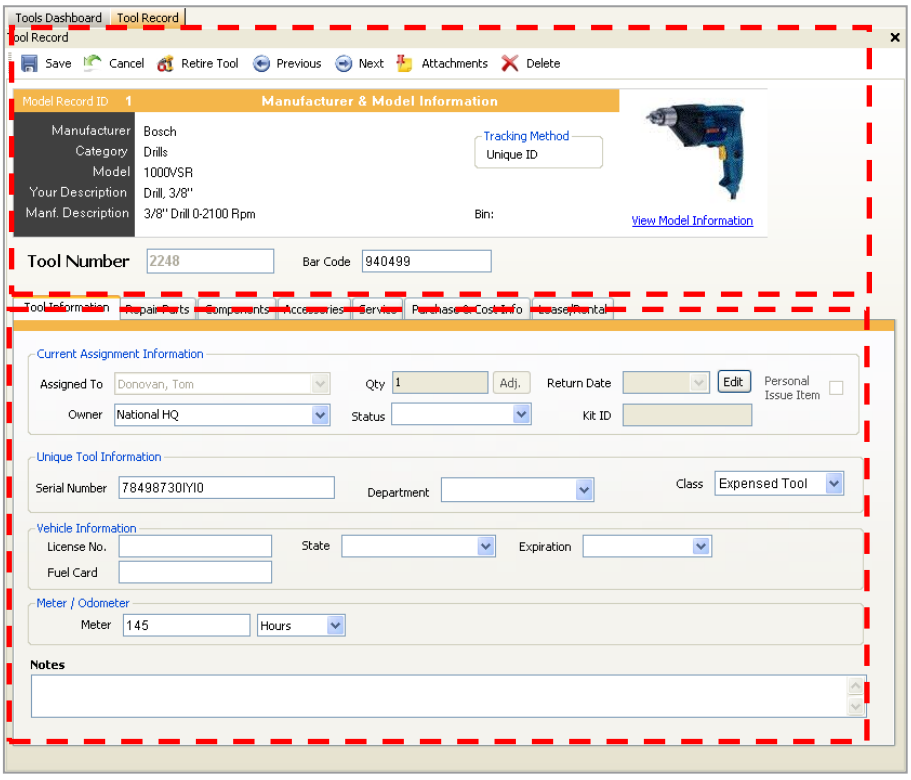


Tool Records

Once a Model Record has been created for an item, tool record(s) is/are created to represent and track each item. The **Tool Record** contains <u>specific</u> information about each tool on the Model Record (e.g., Tool Number, Service history, the date it was purchased, meter information).

A

B



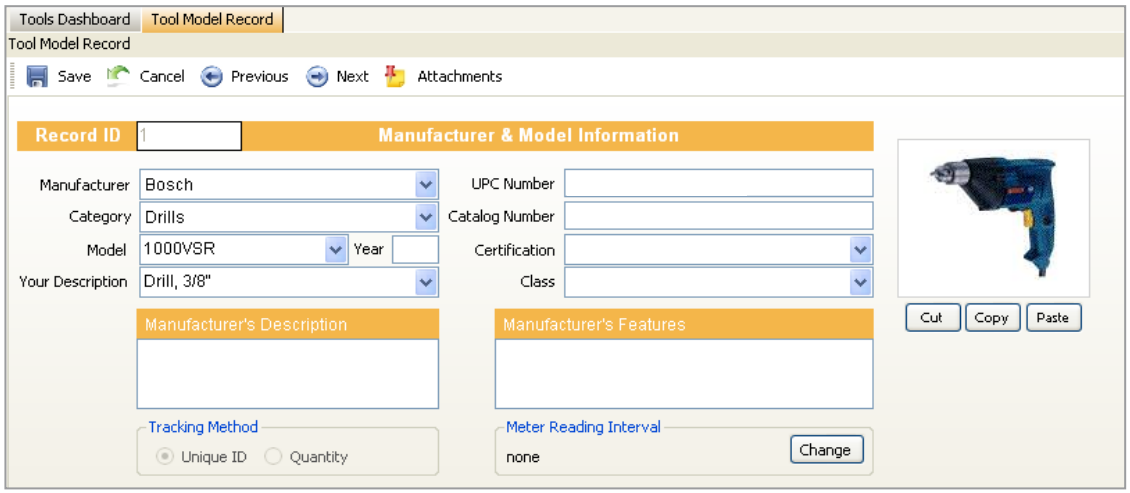
The top portion (**A**) of the Tool Record window (see image) displays information imported over from the Model Record while the lower portion (**B**) of this window displays information specific to the actual tool you are tracking.

Creating a New Tool (Unique or Quantity) Model Record

1. From the **Navigator** panel, click on the **Tools & Equipment** module.

2. Select the **Tool Models** button. A new window appears with the tab **Tool Model Records**.

3. Click on the **Add Model Record** button - This should reveal a new window with the tab **Tool Model Record** (see image). Note the difference between the **Tool Model Records** and **Tool Model Record** tabs: As they differ by only one letter ("s" on the end), they are often mistaken.



4. In the new **Tool Model Record** window, fill in the following REQUIRED information (see image):

   a. **Record ID**

   ToolWatch automatically populates this field; however you may change it to whatever system value you prefer. Once chosen, after the Model Record is saved, it cannot be changed.

   b. **Manufacturer**

   If you have not created any Manufacturers yet, the Lists > Manufacturers will be empty. You should add at least one entry here before you create your Model Record. (See Managing List Information for information about working with Lists items.)

   c. **Category**

   Categories enable you to group tools for searching and reporting, such as "Vehicles" and "Ladders". As before, you will need to create your Category items in the Lists tab so as to finish your Model Record.

d. **Model**

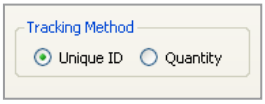
- Best practices here would be to enter the exact **Model** Number established by the Manufacturer for this item.
- Note that while this is a drop-down menu, it is also dynamic in that any information you enter is stored for you to use in the future.

e. Descriptions

- The field "Your **Description**" enables you to create your own generic description for an item as opposed to using a manufacturer's description that may be very long and unfamiliar to others. (The latter can be entered in the field "Manufacturer's Description" below.)
- As information like Category does not always appear (e.g., on the line of a transfer), it is a good idea to begin the description with a term that defines rather than describes the item (like Drill, Backhoe or Screwdriver). Then include features (such as size) that are searchable and distinguish this record from other drill model records.
- Measurements in a description are best in a hyphenated format, especially between similar-looking measurements (e.g., 1-1/16" instead of 1 1/16".
- Searchable terms should be written as they would be used in search criteria (e.g., typing in "bolt cutter" will cause the record to show up in searches for both "bolt" and "cutter"; type in "boltcutter" and it will show up in neither)

5. Select the appropriate **Tracking Method**:

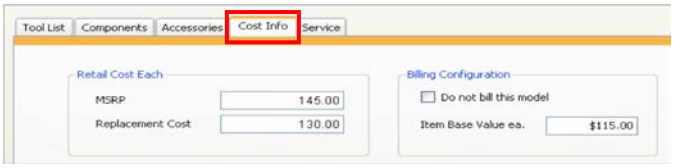
- It is important that you choose the correct **Tracking Method** you will use before you save the new Model Record. You cannot change this Tracking Method after you save the record. If you need more information about Tracking Methods, see Tool Tracking Methods.



- Select **Unique ID** for a Unique Tool or **Quantity** for Quantity Tools (see image). By default, all new Tool Model Records are set **Unique ID.**

Optional

6. If at any time you plan to use ToolWatch Enterprise for its other modules (e.g., Service & Calibration and especially Job Cost & Billing), then fill out the information under the **Cost Info** tab (see image).



a. **Item Base Value** is the value of one item; this is used as the "Base Value" in the Job Cost & Billing Rate Sheets.

b. **MSRP** field or Manufacturer's Suggested Retail Price; this populates the **Cost** column in a **Purchase Order.**

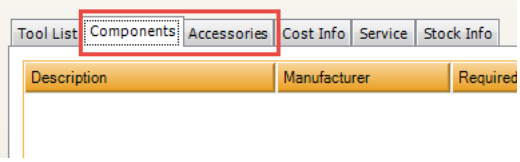
c. **Replacement Cost** is the cost to replace one item taking into account time, delivery fees, effort, etc.

i. drives the financial figures (KPI's, Graphs) in the **Dashboards**

ii. drives the **Cost Info** tab of the tool records ("Cost Information")

iii. is used in many of the **Tool Reports**

7. **Components** (see image)



Components are the individual items that comprise a single item (tool). Therefore, you should include all of the components when the tool is transferred.

One example of a tool that is comprised of components is a drill index. Each of the individual drill bits represents the components whereas the entire drill index is the tool.

8. **Accessories**

Accessories are items that are often used with the tool in question but are not required. These optional accessories, along with any Components, appear on each of the Tool Records associated with this Model Record.

e.g., here are some Accessories for a Ridgid 300-brand Pipe Threading Machine:

<u>Ridgid 300C Pipe Threading Machine</u>

<u>Optional Accessories</u>

(1) pipe reamers

(2) pipe cutters

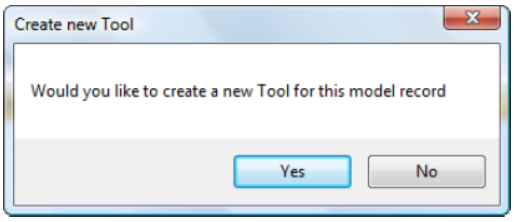
(3) various threading dies

9. **Adding Images to Tool Model Records**

Tool and Model Records, along with some Lists (Employees, Manufacturers) have an area designated for insertion of an image file. Use the computer's Clipboard to insert image files into this space using the **Copy, Paste** and **Cut** buttons (see image).

a. Search on a web browser (e.g., Google) to find a typical image. Most browsers have an "Images"-type option page exclusively for image files.
b. Choose an image with a light, neutral background and with little distracting detail (is a small field for the image).
c. Right-click on the image to get a "Copy Image" option - this saves the image onto the computer's Clipboard.
d. Using the image field on the Model Record, click on "Paste" button to move image from Clipboard into the field. To remove image after placement, click "Cut".
e. To import an image file (e.g., gif or jpeg), you will need to open the image file in another program, such as Windows Paint, select and copy image onto Clipboard, then paste it into image field.

10. Click **Save** to save any changes from above.



11. After the new Model Record is saved, Enterprise will ask you if you would like to create a new **Tool Record** based on the model you just created (see image). Follow along below as we create a new Tool Record.

You should see now the message asking if you would like to create a new tool.

a. Click the **Yes** button. A new Tool Record will appear. Notice that the top portion of the window now contains the information from the Model Record you just created.

b. **Tool Number**
ToolWatch will suggest the next available **Tool Number** based on your Number Blocks. You can change this Tool Number to a number of your choice or you can accept this number (see image). At this point, you can save this new Tool Record as is or enter additional information before saving your work.

c. Click the **Save** button to save the new Tool Record (along with its assigned Tool Number).

NOTE:
Upon saving, the **Tool Record** is closed and not visible. (The same occurs when saving the **Model Record**.) If you plan other work with this record, do one of the following:

- write down the **Tool Number** or **Model Record ID** to use in a Search
- click the "View Model Information" link on the Tool Record to have the Model Record tab available
- save the Tool Record on a **Tool Browser** Search so it is available later

Adding Unique Tools to Enterprise

Creating a Unique Tool Record from an Existing Model Record

As we created the new Model Record, recall that you saw a message asking if you would like to create a new tool. Inadvertently, if you saved the Model Record without saving the Tool Record, or if simply you wish to add more Tool Records now or at a later time, here is what to do:

1. From the **Navigator** panel, click on the **Tools & Equipment** module.

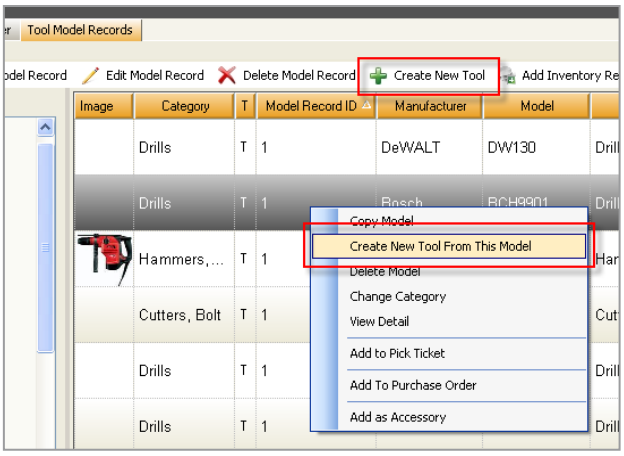
2. Select the **Tool Models** button and scroll through the Explorer list to the Tool Model Record from which you want to create a Tool Record. Click once to highlight this record.

3. Once you have highlighted your Tool Model Record, you can either (see image):

   a. right-click and select **Create New Tool From This Model**

   or

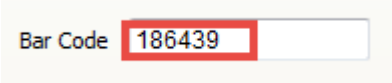
   b. select the **Create New Tool** button from the menu bar



4. A new **Tool Record** window appears.

5. In the **Tool Number** field, either accept the number or replace it with an alpha-numeric entry of your choosing.

6. Optional: In the **Bar Code** field, scan or enter in the appropriate Barcode Number from an existing barcode.



7. Fill in any of the remaining optional fields.

8. Click **Save** to create the Tool Record.

NOTE: One of the biggest mistakes made by Enterprise users working with unique tools is to create only one Tool Record for each Tool Model Record. **You can – and should – create multiple Tool Records for each Tool Model Record** and thus each unique tool.

When creating new tool records, having them stem from a single model saves lots of time spent re-typing the same information and searching through many records needlessly.

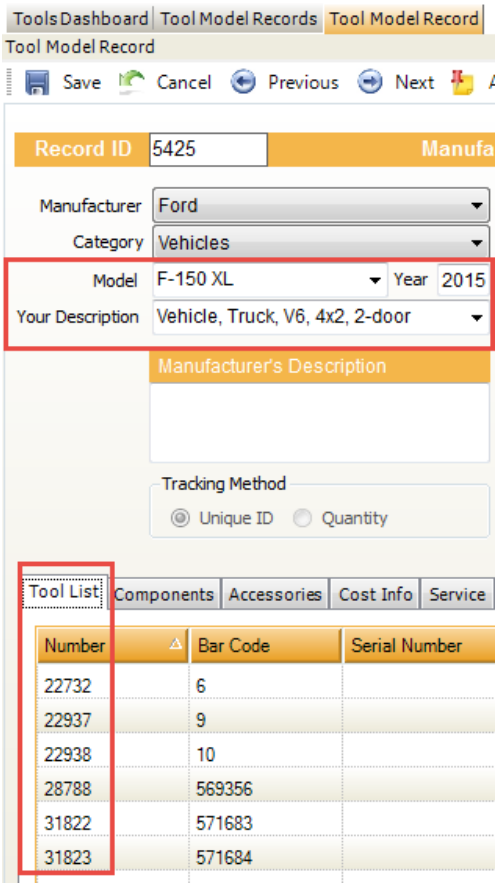
Training Activity #7: Create Unique Tools

In ToolWatch Enterprise, you are going to begin by creating **1 new unique Model Record** and **6 new unique Tool Records** for the Ford truck shown here.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Adding Unique Tools to Enterprise

1. Initially you will create a unique **Vehicle** (Category) Model Record for this tool:
   a. add this information to the record of a Ford, Model F-150 XL, V6, 4x2, 2-door
      i. go to **Lists** > **Units of Measure** > add "$" and "dollars" > **Save**
      ii. **Cost Info** tab > select "dollars" for **Units** > add $26000 to all 3 fields > Save
   b. from this new Model Record, create 6 new unique Tool Records > **Save** each



2. After the 6 Ford truck records are created, your Ford Vehicle Model Record should reflect them in the **Tool List** tab as it does in this example (see image). Check to see if this is the case.

3. Create Model and Tool Records for the following items:
   a. DeWALT **Drill** Model Record, Model DW140, ½", D-Handle

- unique tools
- Category = Drills
- **Cost Info** tab: all 3 fields @ $188.00
- create 3 Tool Records
- use your browser to locate, copy and paste proper image for this drill in the Model Record

b. Caterpillar **Earthmoving Equipment** Model Record, Model 450E, 13-ton, backhoe loader

- unique tools
- Category = Vehicles
- **Cost Info** tab: all 3 fields @ $115,000.00
- create 1 Tool Record

4. Moving forward, best practices would involve reviewing your work to ensure that all records are created correctly.

When done, compare your work to the Answer Key.

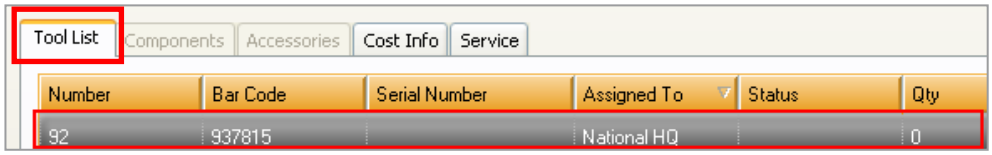
Adding Quantity Tools to Enterprise

Creating a Quantity Tool Record from an Existing Model Record

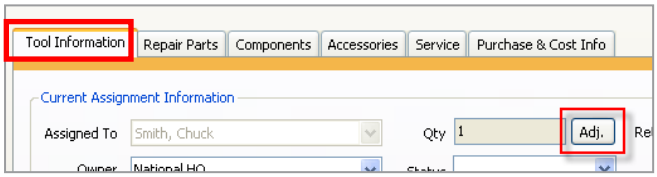
1. Perform Steps 1 – 10 in the previous session, Creating a New Tool (Unique or Quantity) Model Record.

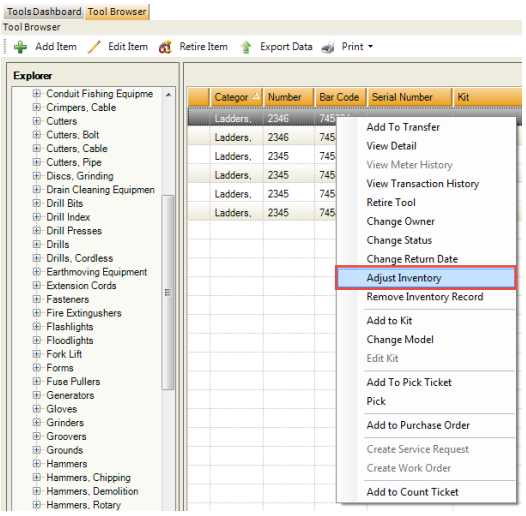
2. View the newly created **Model Record** and double-click on this record.

3. From this Model Record, click on the **Tool List** tab (see image)
   a. double-click on the newly created Tool Record, here #92



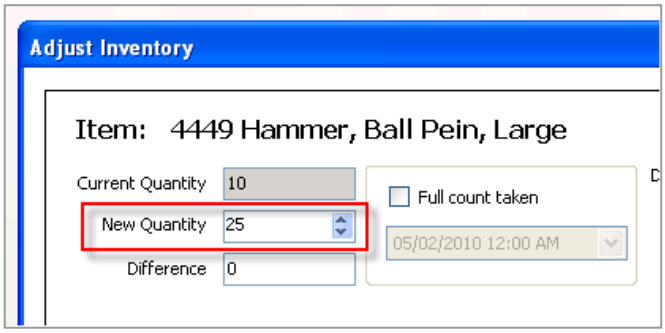
4. Click on the **Tool Information** tab, then click the **Adj. (Adjust)** button (see image).





a. Alternatively, from the Tool Browser, you can right-click on any highlighted quantity tool and select "Adjust Inventory" as a shortcut (see image).

5. On the **Adjust Inventory** window that opens up, in the **New Quantity** field, input your current quantity (see image).



6. Click **Save** (for the inventory).

7. Click **Save** (for the Tool Record).

NOTE: All Quantity Tools from the same Tool Record will be assigned the same **Tool Number**. As such, individual Quantity Tools are difficult to track – If you wish to track a tool, create it as a **Unique Tool**.

Training Activity #8: Create Quantity Tools

In ToolWatch Enterprise, you are going to create **2 new Quantity Tool (Model) Records** for the screwdrivers and extension cords shown here.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Adding Quantity Tools to Enterprise

1. Initially you will create a Quantity Tool **Screwdrivers** (Category) Model Record for the screwdrivers:

   a. add this information to the record of a Craftsman, Phillips, Model 47114, No. 2 x 4"

      i. go to **Lists** > **Units of Measure** > add "$" and "dollars" > **Save**

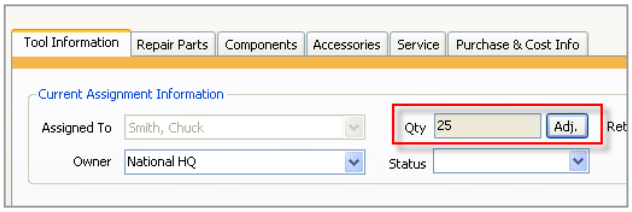
      ii. **Cost Info** tab > select "dollars" for **Units** > add $13.00 to all 3 fields > Save

   b. from this new Model Record, create a new Tool Record > Save

   c. from this new quantity Tool Record, Adjust Inventory to reflect 25 screwdrivers in stock

   d. save your work

2. After the screwdriver Tool Record is created, the Tool Record's "**Tool Information**" tab should reflect this (see image). Check to see if this is the case.



3. Make another Quantity Tool **Extension Cord** Model Record for Coleman, Model EC504930, 10/3, 50 ft.

   - quantity tools
   - Category = Extension Cords
   - **Cost Info** tab: all 3 fields @ $65.00
   - create 1 Tool Record
   - 25 extension cords in stock

When done, compare your work to the Answer Key.

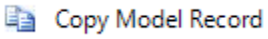
Working with Tool Records in ToolWatch Enterprise

Copying a Model Record

Let's say you are producing a number of records that differ in only 1-2 features. Instead of re-creating the data for each record, it is much easier to copy the record and then make these few changes.

So, after finding a specific tool Model Record in the Models browser, here is how to create a copy of that record for another tool.

1. Select the Model Record and highlight it.

2. Click on the **Copy Model Record** button 

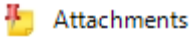
from the menu bar (or right-click on the record and select "Copy Model").

3. Make changes to the fields in this new record that match the new tool information.

4. Click **Save.**

Once you have clicked **Save**, Enterprise will prompt you to see if you wish to create a **Tool Record** using this new Model Record. Click "Yes" to do so.

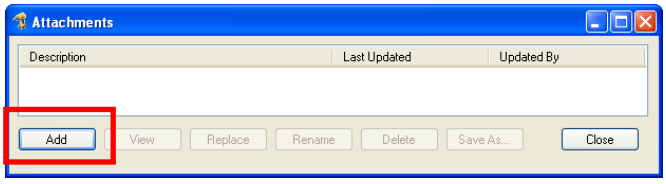
Creating Attachments

At the top of a Tool or Model Record window is an **Attachment** button. 

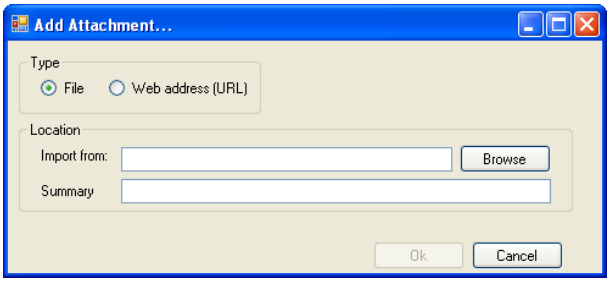
This button appears at many other places throughout Enterprise. It enables you to attach virtually -and not merely link- to any file (e.g., manuals, MSDS's, invoices) or web addresses (URL) of your choosing to a ToolWatch record.

An attachment is specifically bound to the location you choose. For example, if you attach a user's manual to a drill's Model Record, it will only be accessible from that record and not from any other place or Attachment button in ToolWatch Enterprise.

1. Click the **Attachments** button. The **Attachments** window appears.



2. Click the **Add** button. The **Add Attachments…** window appears (see image).

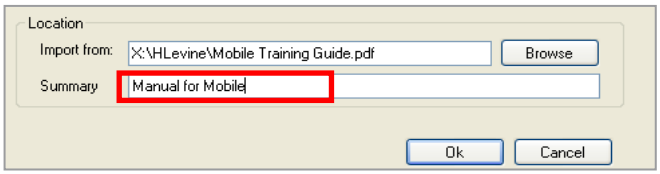


3. Identify what you would like to attach: a **File** or **Web Address (URL).**

4. If the **File** button, click **Browse:**

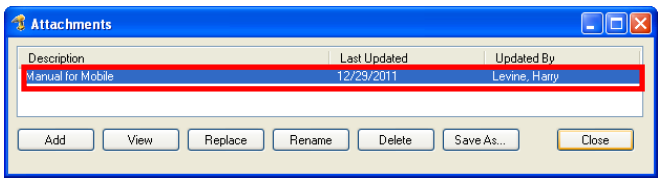
   a. Browse your computer to find the file you'd like to attach and then click **Open.**

   b. In the **Summary** field, type in a description summarizing the contents of the attached file (see image).



   c. Click **Ok**. This returns you to the Attachments window (see image).

   d. Your file is now attached, allowing you a variety of additional operations.



5. If you select the **URL** button**:**

   a. type in the complete web address (beginning at http://)

   b. In the **Summary** field, type in a description summarizing the contents of the website.

   c. Click **Ok**. This returns you to the Attachments window showing the description of your website.

6. Click on the **Close** button to close the Attachments window.

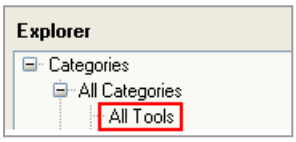
Managing Retired Tools

Often you will encounter tools in your inventory that are lost, stolen, misplaced or have become unusable. Enterprise allows you to "retire" such assets to a Lost and Found folder until further action is taken on them.

Retiring a Tool

1. Click on the **Tools & Equipment** module.

2. Click on the **Tools** button.

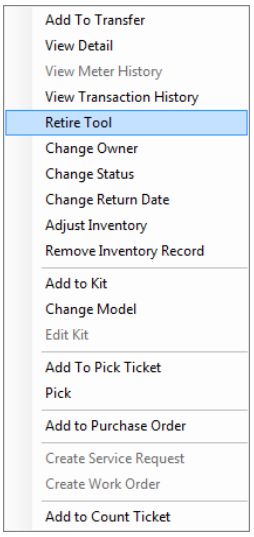


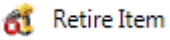
3. a. In the **Tool Browser** window, on the **Explorer** panel, select the tool(s) you want to retire either by looking through **All Categories > All Tools** OR

   b. by selecting the specific **Category** and looking through all the tools for that Category (e.g., **Drills > All Drills**) OR

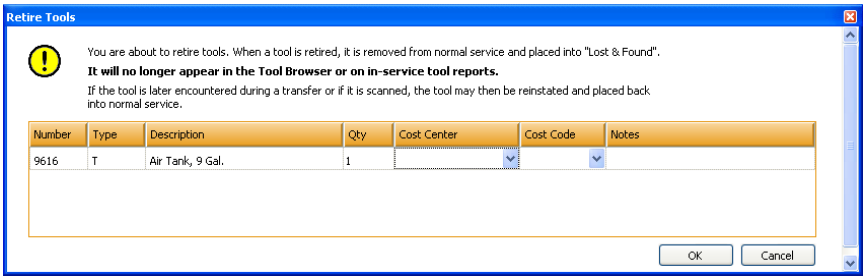
   c. using the **Search** feature (discussed later in browsers)

4. Highlight the tool(s) on the Browser window to retire and either (a) **right-click** then select **Retire Tool** (see image) OR



   (b) click the **Retire Item** button on the menu bar. 

5. After choosing to retire the tool, you will see this window (see image):


Retire Tools
You are about to retire tools. When a tool is retired, it is removed from normal service and placed into "Lost & Found".
It will no longer appear in the Tool Browser or on in-service tool reports.
If the tool is later encountered during a transfer or if it is scanned, the tool may then be reinstated and placed back into normal service.
Number
Type
Description
Qty
Cost Center
Cost Code
Notes
9616
T
Air Tank, 9 Gal.
1
OK
Cancel

6. a. Optional: To have the retirement of this tool close the billing stream or apply a Loss Charge to a particular Cost Center/Code, select it in the **Cost Center** and/or **Cost Code** fields.

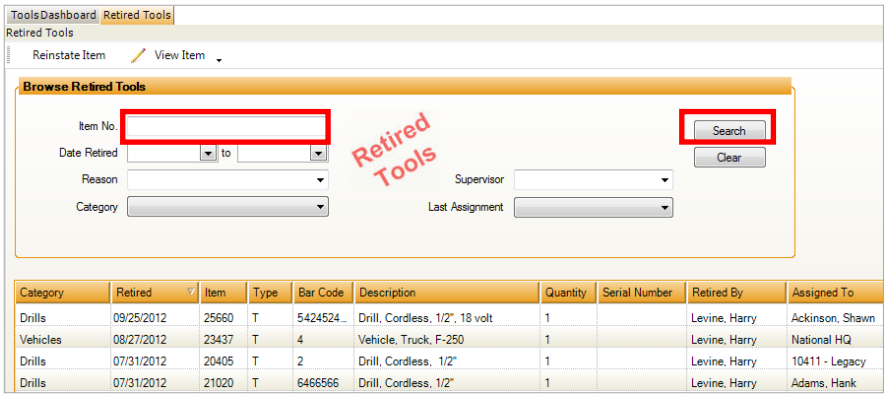
   b. Optional: Add **Notes** in the Notes field regarding the retirement of this asset.

7. Click **OK**. At this point, the Tool Record is removed from inventory including any Service Records or Purchase Orders actions.

Reinstating a Retired Tool

1. Click on the **Tools & Equipment** module.
2. Click the **Manage Retired Tools** button.

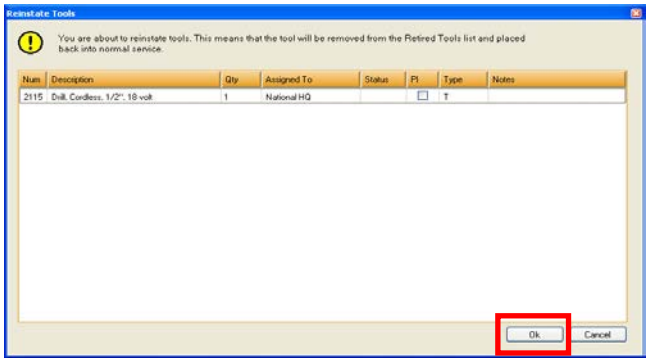
3. a. Type the Tool Number of the item being reinstated in the **Item No.** field and click **Search** OR



   b. Enter your search criteria in the Retired Tools Browser (see image) then click on the **Search** button. Highlight the tool from the list to be returned.

4. Once you have selected the tool, click the **Reinstate Item** button on the menu bar. The **Reinstate Tools** window will appear (see image).

   Also, a right-click on the highlighted item will create a shortcut (*Reinstate*).



5. Click **OK** to reinstate the tool. The tool is reinstated to the last known assignment including browsers and any service reports where it existed previously.

Training Activity #9: Retiring Tools

Your company has decided, for different reasons, it needs to retire a few assets from inventory.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Managing Retired Tools

1. The very first Ford truck you entered into ToolWatch is showing signs of wear. As such, your foreman has asked you to go into ToolWatch and retire this truck until the Service Department can get to it. Retire this asset.
2. On a similar note, the second DeWALT drill that you entered into ToolWatch has been vibrating, at times quite violently. Before someone gets hurt, your manager tells you to retire it until it too can be repaired. Retire this asset as well.

3. After a few very productive months, your Service Department is able to repair all retired tools, including your truck and drill.

   As such, go into the **Retired Tools** browser and reinstate both of these tools.
4. Find one of these tools in the Tool Browser - Highlight them item, right-click and select "View Transaction History". Note the presence of both Retirement and Reinstatement dates. Use this powerful feature of ToolWatch in future work.

When done, compare your work to the Answer Key.

Supplemental Vehicle Information

Overview

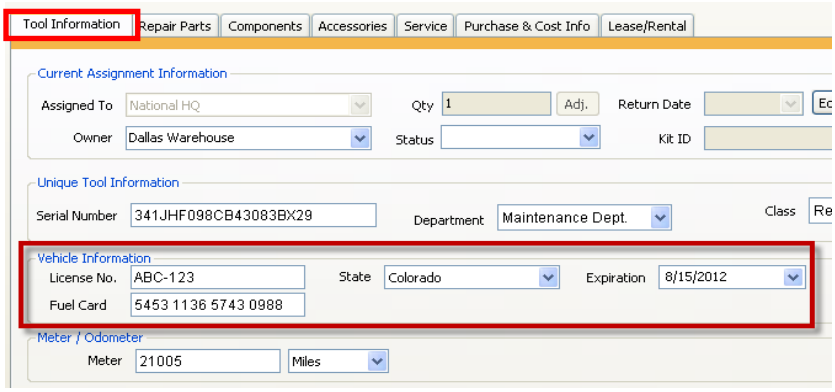
ToolWatch Enterprise allows you to document additional details for your vehicles at the Tool Record level. For each vehicle you own, you can track such fields as the:

- license plate/tag number
- state of registration
- date of registration expiration

If a company issues fuel cards to its employees, relevant fuel card information can be listed as well.

Where to Add Vehicle Information

1. From the vehicle's **Tool Record**, click the **Tool Information** tab.
2. In the **Vehicle Information** area, enter in your vehicle's details (see image).



Leased/Rented Tools & Equipment

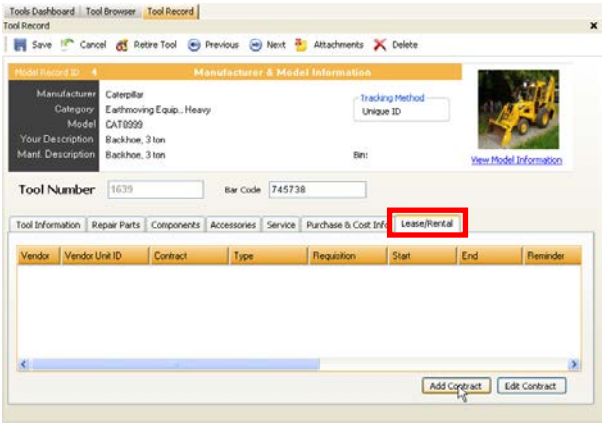
Overview

ToolWatch Enterprise allows you to track contractual details on your leased/rented tools & equipment. Let's say that you lease a backhoe from a leasing company. This requires a contract between you and the leasing company. You can document this contract's details in ToolWatch Enterprise, associating it specifically with the backhoe being leased.

Create a Contract for Leased/Rented Tools & Equipment

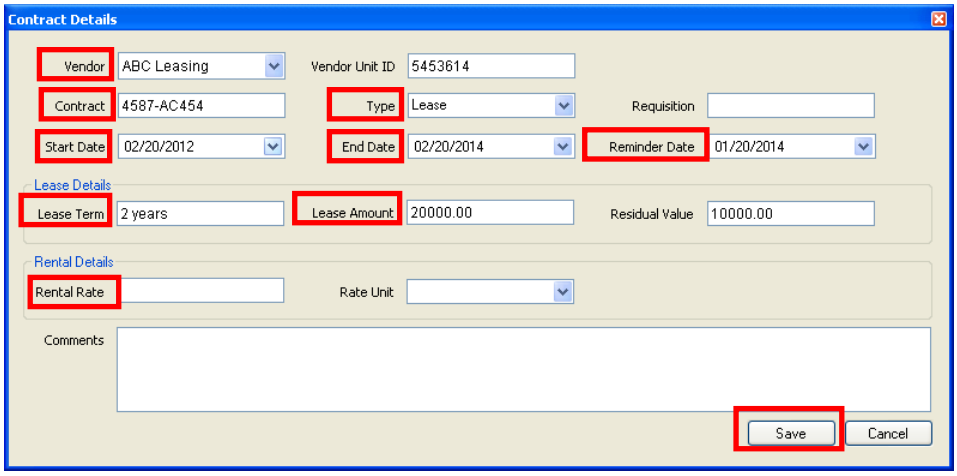
1. From the item's **Tool Record**, click the **Lease/Rental** tab (see image).

2. Here are some of the contract's details that you can document:



- **Vendor**'s Name – this is a Lists item so to create it go to **Lists > Vendors > Create New**
- **Contract** Number & **Type**
- Contract's **Start, End** & **Reminder** Dates
- **Lease Term** & **Lease Amount**
- **Rental Rate**

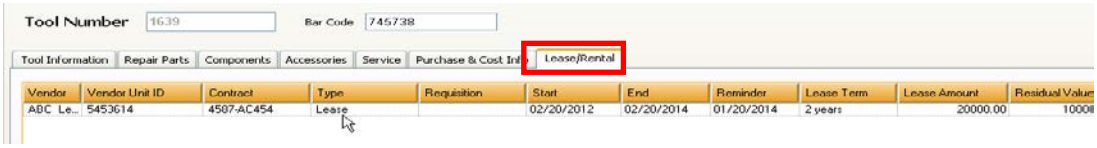
3. Click the **Add Contract** button. The **Contract Details** window appears (see image).



4. Document all relevant information.

5. You can add in additional contracts if you lease and/or rent the same tool again in the future. Simply repeat these steps.

6. Click the **Save** button. The contract's details now appear under the **Lease/Rental** tab (see image).



7. **Save** changes to the Tool Record.

Edit a Tool's Existing Lease/Rental Contract

1. From the item's **Tool Record**, click the **Lease/Rental** tab.
2. Highlight the contract you would like to edit.
3. Click the **Edit Contract** button (next to the **Add Contract** button).
4. Make the desired changes in the **Contract Details** window.
5. Click the **Save** button. The contract's updated information now appears under the **Lease/Rental** tab.
6. **Save** changes to the Tool Record.

Tool Browser

Opening the Tool Browser

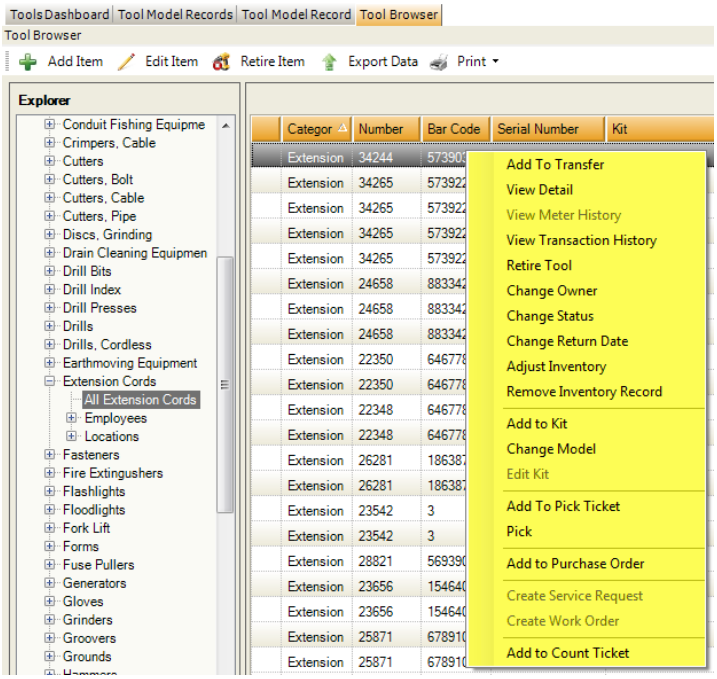
1. From the **Navigator** panel, click on the **Tools & Equipment** module.
2. Select the **Tools** button to view the **Tool Browser** window.

Viewing Tools & Equipment

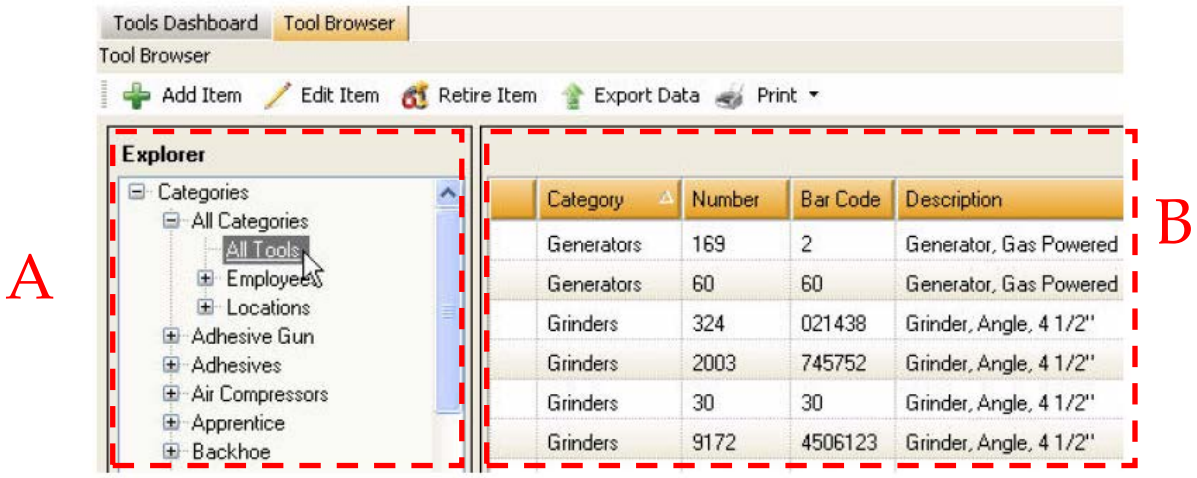
1. The **Tool Browser** is the easiest and fastest way to locate tools and equipment that have been assigned to a warehouse, job site, employee, etc.

   a. You can navigate directly by groups of tools or you can search for specific items using the **Search** button.
   b. You can print Tool Reports directly from the **Tool Browser** as well as export the report data into a ".csv" file used by most popular spreadsheets applications.
   c. Most significantly, you can access many common actions such as:
      - setting up a transfer
      - count inventory
      - viewing a tool's transaction and meter histories

   right from the Tool Browser by right-clicking many items (see image).



2. The browser window is divided into two areas: The area on the left (A) is the **Explorer tree** while the area on the right (B) displays the list of tools (see image).



The **Explorer tree** provides an easy way to navigate directly to tool information without entering search information. It displays a list of your tool categories: Each category is further divided into:

- Locations
- Employees
- Tools

3. To view <u>all</u> Tool Records in your system, in the Explorer, click on **All Categories > All Tools** (see image).

4. Enterprise will display a list of all of the tools and equipment currently visible to you in your system. (Recall that what you see is based on where you are pinned in the Org Tree as well as your Visibility settings.)

5. Double-click on an entry to open that particular Tool Record.

The following examples will explain how to display tools in various situations. The examples use simulated tool data.

Viewing Tools by Category

If you would like to view a list of <u>all</u> tools in <u>one</u> category, such as "Extension Cords", follow along with your own tool data.

1. In the Explorer tree, you would click on the "Extension Cords" Category.

2. Next, you would click on "All Extension Cords". Enterprise would display a list of all extension cords for which it has Tool Records.

Viewing Tools Assigned to Employees

In this example, we will display a list of all tools assigned to "Al Burris."

1. In the Explorer tree, you would click on the "All Tools" category
2. Next, you would click on "Employees" to display a list of all employees.
3. Next, you would click on "Al Burris" to view a list of all tools assigned to him.

Viewing Tools Assigned to Locations

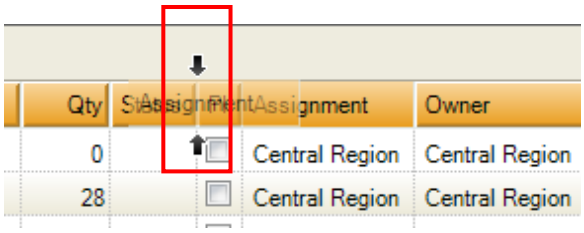
In this example, we will display a list of all tools assigned to the "Stoneybrook" location.

1. In the Explorer tree, you would click on the "All Tools" category.
2. Next, you would click on "Locations" to display a list of all locations where tools could be assigned.
3. Next, you would click on "Stoneybrook" to view a list of all tools assigned to that location.

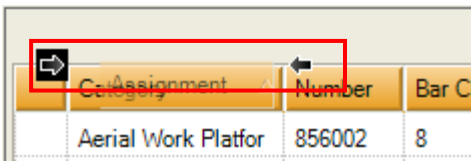
Sorting Information

With each example, when the list of tool records appears, you can click on any column header to sort the list. Clicking once will sort in ascending order; clicking twice sorts in descending order.

You can also rearrange the order of columns in the list by clicking on a column and dragging it to where you want it to appear: two arrows will appear, bracketing its new location (see image).



Columns will return to their original position when you log out and back into Enterprise.



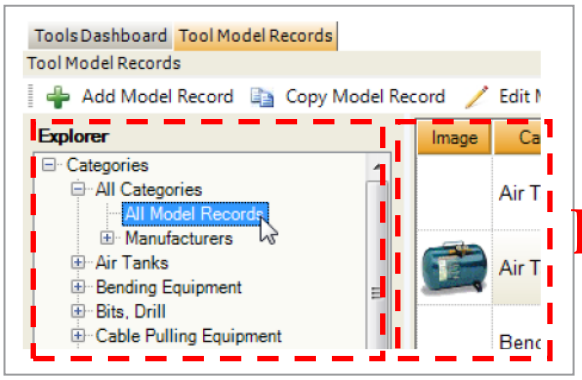
You can also nest (i.e., sort 2 headings in one column) your sorting by dragging one column header directly over another; arrows appear anew to show the nesting order (see image).

Searching for Tool Model Records

The Tool Model Records Browser (called **Tool Model Records**) is used to organize and display your Model Records. Model Records are grouped by their tool category (i.e., all Model Records for Grinders would be assigned typically to the "Grinders" tool category).

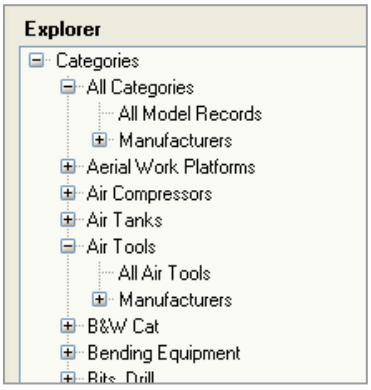
The window is divided into two areas: The area on the left (A) is the Explorer tree. It displays a list of your tool categories. Each category is also further divided into manufacturers - but not locations or employees as in Tool Records.

The area to the right (B) displays the individual Tool Model Record entries. Each column heading here can be sorted also by clicking on it (see image).



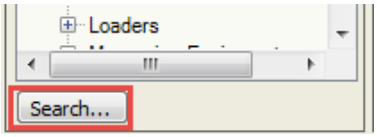
There are two ways to find a **Tool Model Record** in Enterprise:

1. Look through **All Tools** in **All Categories**.
   a. From the **Navigator** panel, click on the **Tools and Equipment** module.
   b. Click the **Tool Models** button to display the **Tool Model Records** (or browser).
   c. In the **Explorer tree**, click on **All Categories** to browse through the complete list of Tool Model Records.
   d. In the right side, double-click the Tool Model Record you want to open it.



2. Look through **All Tools** in a specific **Category** (e.g., Air Tools, Drills and Saws).
   a. In the **Explorer tree**, click on specific Category to view all the Tool Model Records listed. Then click on the "All…" link to expand your selection.
   b. In the right side, double-click the Tool Model Record you want to open it.

Searching for Tools & Equipment



ToolWatch also provides you the ability to search for specific tools or groups of tools by using the **Search** button at the bottom of the Tool Browser window. Clicking the Search button will display a search criteria window at the top of the Tool Browser.

1. Click on the **Search** button at the bottom of the **Tool Browser.** This will open the Search window.
2. a. If you would like to search by specific information (such as Item Number), simply enter your search criteria into one of the fields (see image) and click the "Go" button. Results will be displayed in the Tool Browser window below.

b. When you are finished searching, click the "Clear" button in the search criteria area to clear the window contents for a new search.

c. To return to the Explorer-only view, click the **Close** button.

Printing Search Results

In Enterprise, many data-based windows, such as a populated Browser (e.g., Search results), can be printed; some of these can even have their data exported to a .csv file.

Once you have data you would like to print, select the **Print** button

and either drop-down to (1) **Print All** (which will print out ALL data shown in the window) or (2) **Print Selected.** For the latter, you will need to highlight selected data from the window before choosing this option.

Alternatively, you can click on the **Export Data** button

to save the on-screen data as a database file. This file will be in the **.csv** format, a commonly recognized format by such applications as *MS Excel* and *Timberline*. Once created, you may save this new file, editing or merging it with another database at a future date.

Training Activity #10: Using the Tool Browser

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Tool Browser

In your **Tool Browser**, find each of the following by using your **Explorer** tree:

1. all of your **tools records** in one list
2. all of your **truck records**

3. the **screwdrivers** located at your **Main Warehouse**
4. Now, use the **Search…** feature to find the first truck you created. Assume that the first of many similar records is the one with the smallest Tool Number.
5. Return to **Step #1** and display the results.
   a. Use the **Export Data** feature to create a .csv file of this data. Name this file "Browse Data" and save to your Desktop.
   b. If possible, open this file in *Excel* or another program and compare the output to that of Enterprise. Are all columns present? How are checkboxes like **PI** shown?

When done, compare your work to the Answer Key.

Materials & Consumables

Introduction

The ToolWatch Enterprise **Materials & Consumables** module enables you to track materials or consumable items. Recall from our discussion in Enterprise Essentials the distinctions made for these terms.

Applying the terminology "material" or "consumable" to an item is only a personal or organizational preference. In Essentials, the terms are often used interchangeably. ToolWatch software manages tools & equipment differently than it does materials & consumables; it does not manage the latter two differently, however.

Defining Materials & Consumables

In ToolWatch Enterprise, the primary distinction between tools & equipment as opposed to materials & consumables is:

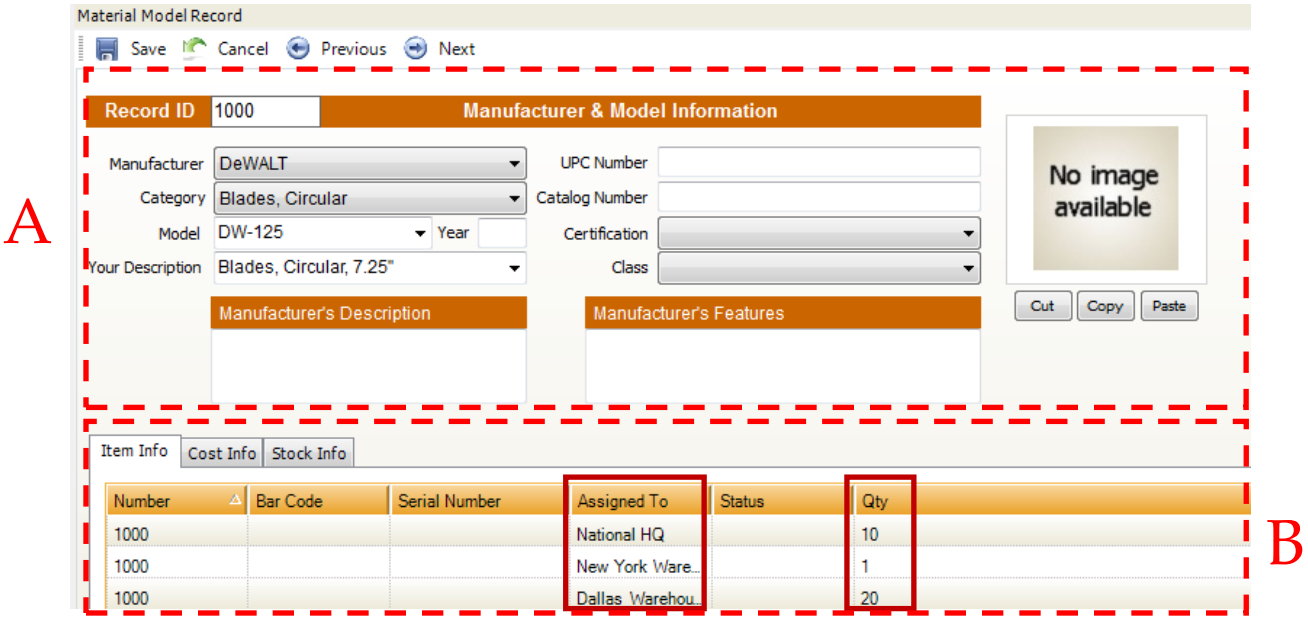
- **Materials & Consumables** are either installed (materials) or consumed (consumables) and, as such, are not returned to inventory once assigned.
- **Tools & Equipment** are returned to inventory; you can expect them to be returned (i.e., checked back in) to stock.

Here are some common examples of Materials & Consumables:

- **Materials** – nails, screws, lumber, drywall, insulation and concrete
- **Consumables** – glue, oil, paint, (less expensive) drill bits, gloves and eye protection

Tracking Method

All materials and consumable items are tracked in inventory records by quantity, similar to how quantity tools are tracked. **Keep in mind that when such items are transferred to an employee, a job or a location that is not a Stock Location, the items are considered "consumed".** Inventory levels are reduced and usage recorded regarding when and to whom or where items were sent (consumed).



Model Records

ToolWatch Enterprise uses **Model Records** to reduce the amount of data you must enter when creating inventory records at various Stock Locations. Model Records also promote greater efficiency and reliability of data. Each Stock Location can use the same organization-wide Model Record when establishing its own inventory levels.

A Model Record window contains the manufacturer and category information, tracking method, and other information that would be redundant information for every Stock Location that keeps an inventory of the same item. This information is found in the upper (**A**) portion of the window (see image).

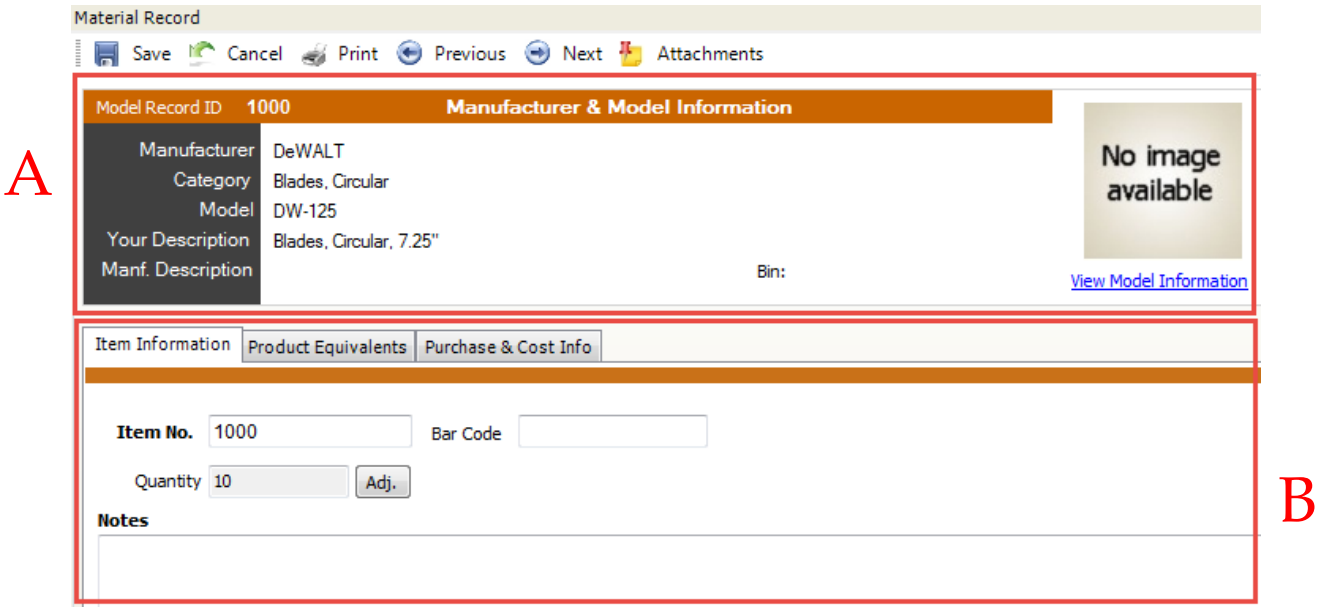
The lower portion (**B**) of the window displays a list of all Stock Locations that currently have an inventory record for this model: Each of these represents a separate repository for the total inventory of a given Material item.

Material Records vs. Material Inventory Records

Material Records

Once a Model Record has been created for an item, you can begin creating the actual record(s) needed to track inventory levels at each Stock Location. The Material Record contains specific information about the material item you have in your stock (e.g., Bar Code number, Bin location, stock levels) in addition to general information from the Model Record.

The top portion of the Material Record window (**A**) displays the manufacturer model information that was created in the Model Record. The lower portion (**B**) of the window displays information, etc. that is specific to the actual inventory of the item you are tracking (see image).



This record reflects where you are pinned in the Org Tree: The Material Record and its inventory represent but one "placeholder" for the overall Material inventory.

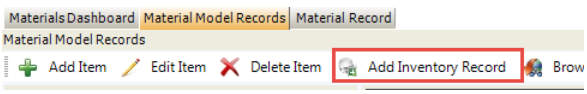
Material Inventory Records

Imagine that you had 100 quarts of oil that were divided at these Stock Locations:

- 35 qts at National HQ
- 28 qts at Eastern Region Warehouse
- 20 qts at Central Region
- 17 qts at LA Warehouse

ToolWatch allows you to create separate "records of inventory" for Materials & Consumables. Think of these records as "placeholders" for a given material; each record contains a set of all inventory found at <u>one</u> of the numerous Stock Locations.

These are created at the Material Record level by using the **Add Inventory Record** feature; this button is found in the top menu of the **Material Model Records** tab (see image).

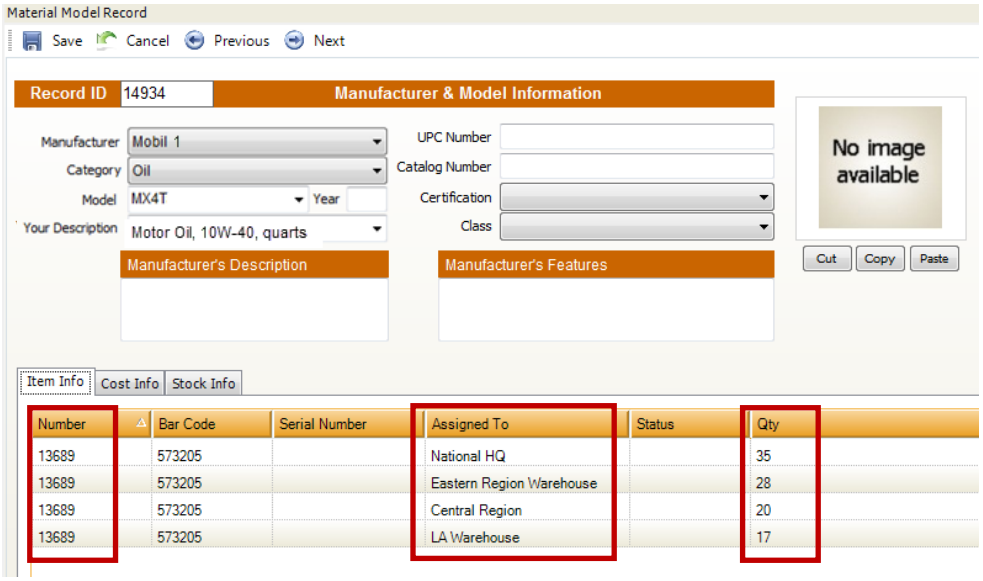


<u>So, for the example above, you would</u>:

1. first pin yourself to the top (here, the "National HQ" Stock Location) in the Org Tree
2. select (highlight) the oil Model Record that you wish to create an inventory record
3. click on the **Add Inventory Record** button
4. adjust inventory to "35" on newly created Material Inventory Record
5. save and repeat for 3 additional Stock Locations, being sure to re-pin yourself to each different Stock Location
6. last, re-pin yourself to the top of your Org Tree

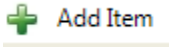
<u>NOTE</u>:

When pinned to the top of your Org Tree, you should have a Material Model Record that shows all 4 inventory locations, one for each Stock Location (see image). **Note that all records have or share the same Item No. –** This is important to note for tracking purposes.



Creating a New Material Model Record

Just as with tools, a **Material Model Record** must be created first. The subsequent Material Record is created from the Material Model Record.

1. Under the **Navigator** panel, click the **Materials & Consumables** module.
2. Click on the **Material Models** button – a new window should appear with the tab "Material Model Records".
3. Click on the **Add Item** button. 

4. In the new Material Model Record window, fill in the following required information:

   a. Record ID

   ToolWatch automatically populates this field; however you may change it to whatever value you prefer. Once chosen, after the Model Record is saved, it should not be changed.

   b. Manufacturer

   If you have not created any Manufacturers yet, the Lists > Manufacturers will be empty. You will need to add at least one entry here before you can create your Model Record. (See Managing List Information for information about working with Lists items.)

   c. Category

   Categories enable you to group tools for searching and reporting, such as "Vehicles" and "Ladders". As before, you will need to create your Category items in the Lists tab so as to finish your Model Record.

   d. Model

   - Best practices here would be to enter the exact Model Number established by the Manufacturer for this item.
   - Note that while this is a drop-down menu, it is also dynamic in that any information you enter is stored for you to use in the future.

   e. Descriptions

   - The field "Your Description" enables you to create your own generic description for an item as opposed to using a manufacturer's description that may be very

long and/or unfamiliar to others. (The latter can be entered in the field "Manufacturer's Description".)

- Given the limited space, descriptions should display only important (searchable) information, running left to right. Include features such as size that distinguish this item's record from other similar records and can be used in a search.

- Once the Description has been entered and the record saved, you may use the Description with other Model Records as many times as you choose by selecting it from the drop-down list.

Optional Information

5. Under the **Cost Info** tab, you can enter the **MSRP, Item Base Value** and **Replacement Cost** information for the material: The latter will appear on subsequent Material Records you create from this model.

6. Under the **Stock Info** tab, if you are using Bins in your warehouse, you may enter information regarding the **Bin** (e.g., location, tracking number), potentially creating multiple Bins in the process.
   a. Depending on where you are pinned, a Bin has a unique location (e.g., East Region Bin).
   b. To create Bins under the same Material Model Record but different locations:
      i. pin yourself in the Org Tree
      ii. open Material Model Record, click > Stock Info tab
      iii. type in **Bin** information
      iv. save Model Record – close out of window
      v. re-pin to new Org Tree location
      vi. open same Material Model Record > Stock Info tab again
      vii. type in new **Bin** information
      viii. save Model Record – close out of window
      ix. repeat for each new **Bin**, being careful to save using the menu **Save** button

7. Add optional image to your Model Record.

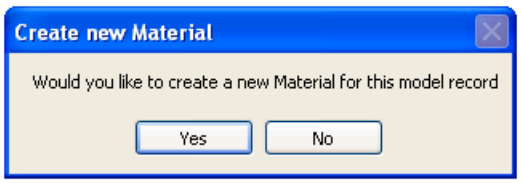
8. Click **Save** to save all Model Record edits.

After the new Material Model Record is saved, Enterprise will ask you if you would like to create a new **Material Record** based on the model you just created. As with Quantity Tool Model Records, each Material Model Record has only ONE Material Record associated with it.

NOTE: If you are moving from one Stock Location (or Bin) to another using the Org Tree, you will be asked each time you pin yourself to a different location if you want to save your changes. Click **No** so that your data is left intact.

Creating a New Material Record

You should see now the message asking if you would like to create a new Material Record for this Model Record (see image).



NOTE: You will need one **Material Inventory Record** at each **Stock Location** where you intend to stock this item.

1. Click the **Yes** button to display a new Material Record.

   a. A new Material Record will appear. Notice that the window displays a tab that says "Material Record".
   b. If you ever click the **No** button, you can still add a Material Record at any time. Simply find this existing Model Record, highlight and right-click the "Create Material from this model" option in the window that appears. A new Material Record is created, complete with all information from the Model Record.

2. In the new Material Record window, fill in the following information:
   Item Information tab
   a. **Item Number**
      Accept the assigned number or enter an appropriate value. This is a required field.
   b. **Bar Code**
      Scan or enter in the appropriate Bar Code number (if using Barcodes)

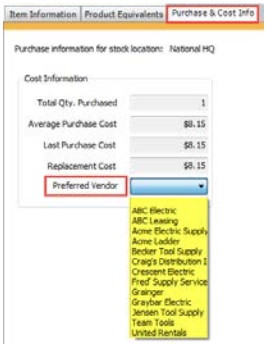
3. **Product Equivalents** tab
   a. This allows you to substitute comparable items for the primary material.

   b. For example, if you are tracking *Duracell* AA batteries in the **Product Equivalents** tab, you can enter in the information for *Energizer* AA batteries, *Maxell* AA batteries or *Kroger* AA batteries. Moving forward, you can scan or enter any one of these 4 items into a Transfer Ticket.

      Simply type your information into each cell (UPC, Descriptions, Manufacturer – the latter came from your Lists tab). As you begin one entry, a new one opens up.

   c. To delete an entry, highlight the line and hit the **Delete** key on your keyboard.

4. **Purchase & Cost Info** tab



   a. From the **Preferred Vendor** field, choose a default Vendor for use in replenishing your stock when the time comes.

   b. If a Vendor is not in the drop-down menu, go to **Lists > Vendors > Create New**

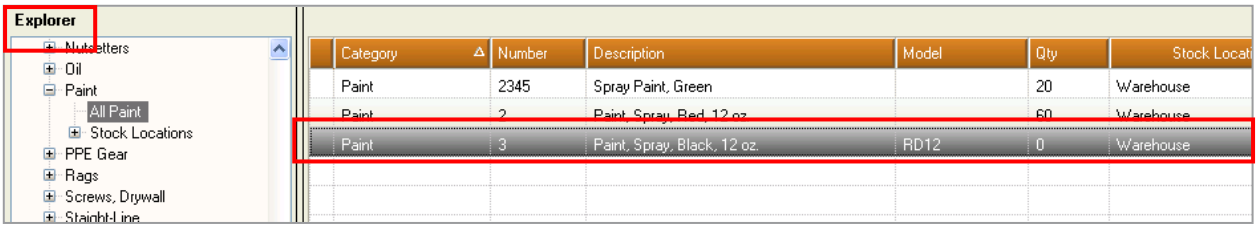
   c. All other **Cost Information** (besides Replacement Cost) is generated by a **Purchase Order** and a **Transfer Ticket**. When items of this Material Record are purchased and received against, **Purchase Cost** data is averaged and updated in these fields.

5. Click **Save** after making all edits.

6. In order to adjust your inventory numbers, you will need to save and then re-open this Material Record; only then can you modify the **Quantity** field, found in the Item Information tab.

   a. You may wish to jot down the **Item No** for your Material Record – You will need this to search for your record after you click on Save.
   b. Save your Material Record. It will disappear from your screen so don't panic!
   c. Use the search feature of the Material Browser to find this record. Enter the **Item No**. into the **Number** search field and hit the **Go** button to find your record.

7. Once you find the record, double-click on it (see image). (You can also right-click and use **Adjust Inventory** option here.)



8. In the Material Record, on the **Item Information** tab, click the **Adj**. Quantity button.

9. In the **New Quantity** window that appears, enter your inventory numbers in the "New Quantity" field.

10. Click **Save** to save the new quantity.

11. Click **Save** to save your changes to the Material Record.

12. As a best practice, return to your Model Record to ensure that your quantity is updated.

Training Activity #11: Create Materials

In ToolWatch Enterprise, you are going to create **3 new Material (Model) Records** for the paint, fasteners and oil shown here.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Creating a New Material Model Record (also Material Record)

1. Now create a Material Model **Paint** Record for Krylon, Model 52101, red spray paint purchased in 12 oz. cans:

- Category = Paint
- **Cost Info** tab: all 3 fields @ $9.59
- create 1 Material Record
- 30 cans of paint in stock

2. Next, create a Material Model **Oil** Record for Mobil 1, Motorcycle Motor Oil, Model MX4T, 10W-40, stored in quarts.

- Category = Oil
- **Cost Info** tab: all 3 fields @ $6.50 each
- create 1 Material Record
- 18 containers of oil in stock

3. Lastly, create another Material Model **Fasteners** Record for Grip-Rite, Model 212CDWS5, 2 ½", #8 Drywall Screws, kept in stock as 5 lb boxes.

- Category = Fasteners
- **Cost Info** tab: all 3 fields @ $21.97 each 5 lb box
- create 1 Material Record
- 25 boxes of fasteners in stock

When done, compare your work to the Answer Key.

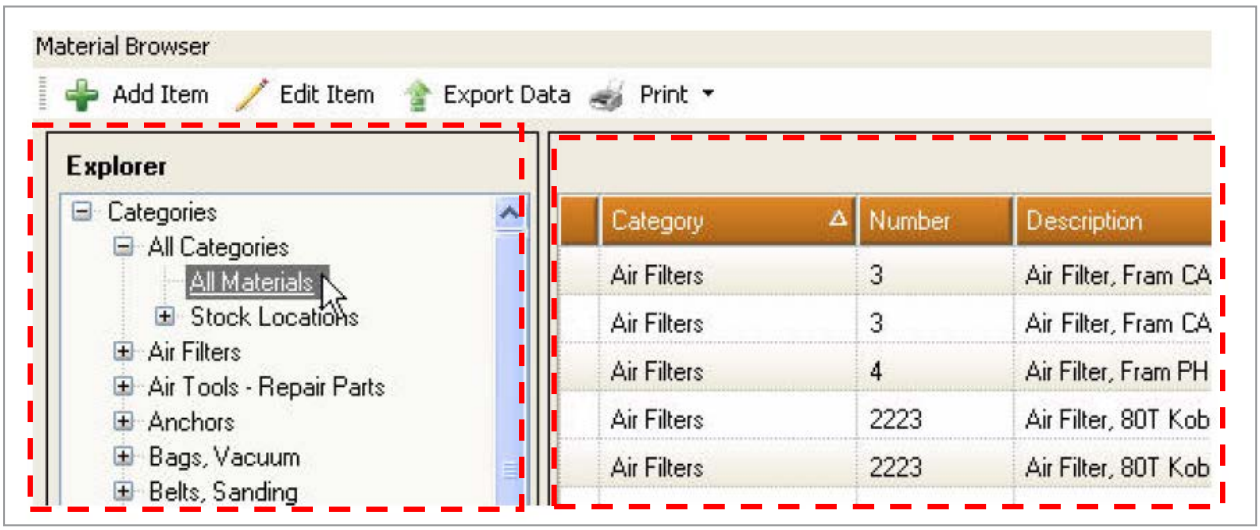
Material Browser

Viewing Materials & Consumables

The **Materials Browser** is the easiest and fastest way to locate materials and consumables that are stocked. You can navigate directly to specific categories of materials or you can search for specific items using the Search feature. As well, you can print reports directly from the Browser and/or export the report data directly into a file format (.csv) that is used by most commercial spreadsheet applications.

1. Under the **Navigator** panel, click the **Materials & Consumables** module.
2. Select the **Materials** button to view the **Materials Browser** window.
3. In the Material Browser window, you will begin your search in the Explorer tree**.**

The Materials Browser is divided into two areas: The area on the left (**A**) is the Explorer tree while the area on the right (**B**) displays the list of Material Records (see image).



Explorer Tree

The tree provides an easy way to navigate directly to material inventory information without entering search information. It displays a list of your materials categories: Each category is further divided into Stock Locations where these items may be stocked.

1. To view all Material Records with Explorer Tree, click on **All Categories** in the Explorer Tree (**All Categories > All Materials**).
2. Enterprise will display a list of all Materials Records currently visible to you.
3. Double-click on an entry to open that particular Material Record.

The following examples will explain how to display material inventory records in various situations. The examples use simulated data.

Viewing Materials by Category

If you would like to view all materials in one category, such as "Air Filters", follow along with your own data.

This scenario would be helpful if you were trying to locate an item or view inventory levels across multiple warehouses.

1. In the Explorer tree, you would click on the "Air Filters" category.

2. Next, you would click on "All Air Filters". Enterprise would display a list of all Air Filters for which it has Material Inventory Records.

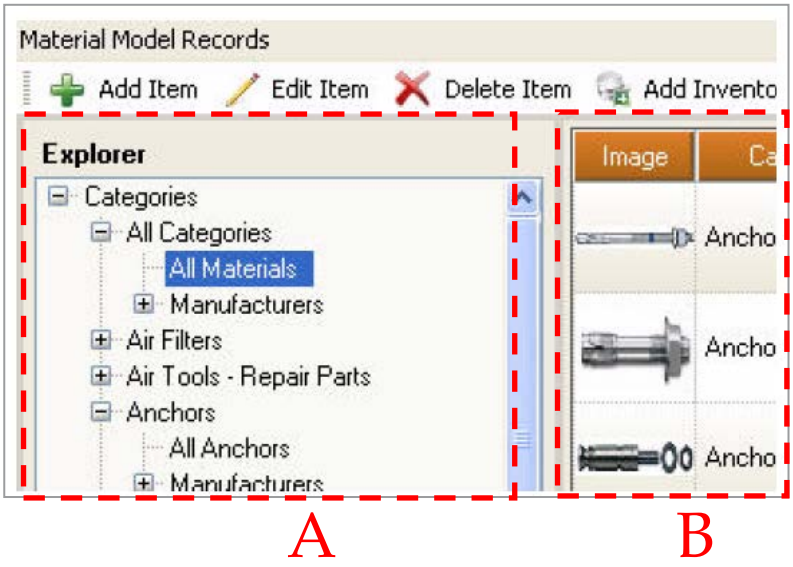
Viewing All Materials at Specific Stock Locations

In this example, we will display a list of all materials at a specific Stock Location.

1. In the Explorer tree, you would click on the "All Categories" category.
2. Next, you would click on "Stock Location", then on the Stock Location of your choice to display all of the materials at the location you selected.

Searching for Material Model Records

1. To display all of your Material Model Records, from the Navigator panel, click on the **Materials & Consumables** module.
2. Click on the Material Models button to display the Material Model Browser window.
   a. The window is divided into two areas. The area on the left (**A**) is the Explorer tree while the area on the right (**B**) displays the individual Material Model Records (see image).
   b. Each category is also further divided into Manufacturers.

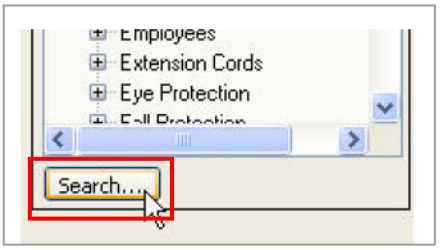


3. To view all of your Material Model Records, click on **All Categories** in the **Explorer tree.**
4. Click on **All Materials.**

If you only want to see the Model Records for one category, say "Anchors", simply select that category and then click "All Anchors", and ToolWatch will display a list of all "Anchor" Model Records currently visible to you.

Searching for Materials & Consumables

ToolWatch also provides you the ability to search for specific materials or groups of material records by using the **Search** button at the bottom of the Material Browser window.



Clicking the Search button will display a search criteria window at the top of the Material Browser.

a. Click on the **Search** button at the bottom of the **Material Browser (**see image). This will open the search window.

b. a) If you would like to search by specific information, simply enter your search criteria into one of the fields and click the "Go" button. Results will be displayed in the Material Browser window below.

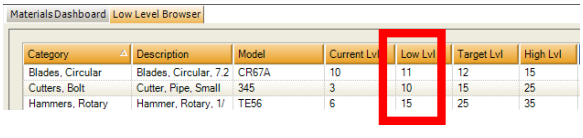
b) When you are finished searching, click the "Clear" button in the search criteria area to clear the field contents window for a new search.

c. To return to the Explorer-only view, click the **Close** button.

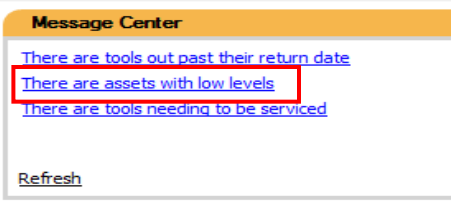
Low Level Browser

In Enterprise, you can set a specific number ("low level") of an item, where, if stock drops to or below this point, a message is generated warning you of low level status. This status will display in these locations:

- the Low Level Browser

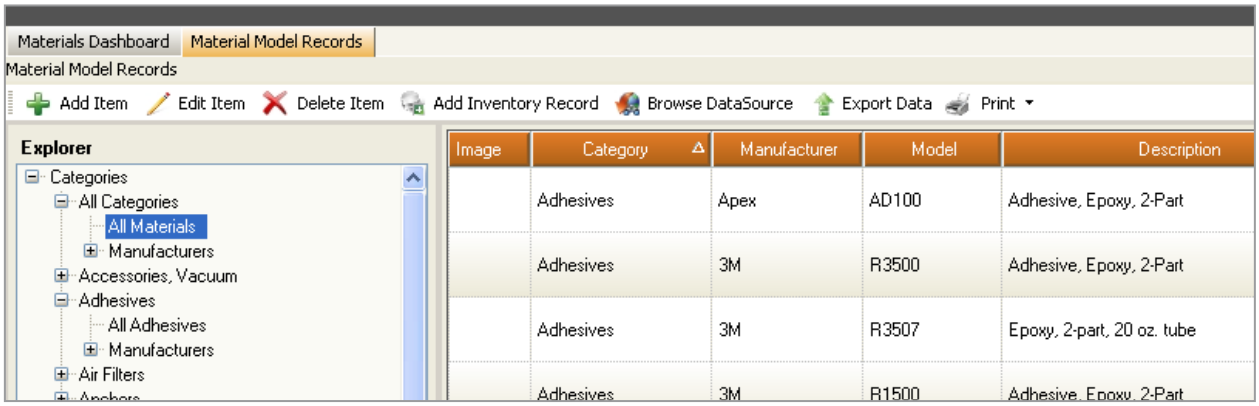


- notifications in the Message Center of all 6 Dashboards


Message Center
There are tools out past their return date
There are assets with low levels
There are tools needing to be serviced
Refresh

Set Inventory Levels for a Material Model Record

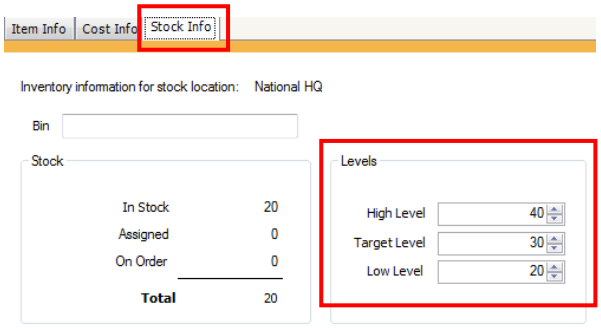
1. Under the **Navigator** panel, click the **Materials & Consumables** module.
2. Click on the **Material Models** button to display the **Material Model Records** browser window (see image).



3. You will perform your search in the Explorer tree of this window.
4. Using the Explorer tree, find a particular Material Model Record:
   a. Under **Categories**, select **All Categories > All Materials** to view a list of all Material Model Records in Enterprise

   OR

   b. Select one of the specific categories listed under the Explorer window to look for all the Material Model Records for this category or other selected manufacturers.
5. Double-click on the model record of interest.
6. In the **Material Model Record** window, click the **Stock Info** tab (see image).



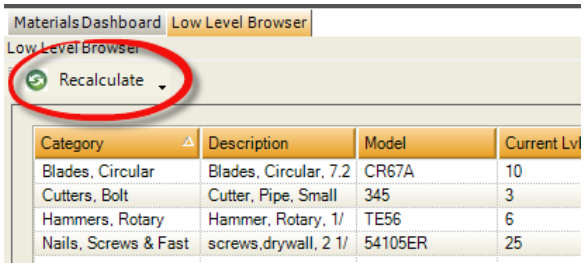
7. Manually adjust these 3 **Levels:**
   a. **High Level** represents the maximum inventory count you would like to have on hand for this item – any more and you are wasting resources on stocking this excess.
   b. **Target Level** represents your ideal inventory count for this item.
   c. **Low Level** represents that figure where if your inventory drops below it, Enterprise will display this status at those locations outlined earlier.
8. Click **Save** to save these levels.

NOTE: You can set inventory levels for tools as well as materials - Go to **Tool Model Records** and click on the **Stock Info** tab, following the same guidelines as for materials.

Searching for Items Using the Low Level Browser

The **Low Level Browser** allows you to see a list of items that are currently below their designated Low Level inventory quantities.

1. Under the **Navigator** panel, click the **Materials & Consumables** module.
2. Click the **Low Level Browser** button to open the Low Level Browser window.
3. Click the **Recalculate** button to refresh/update the window (see image).

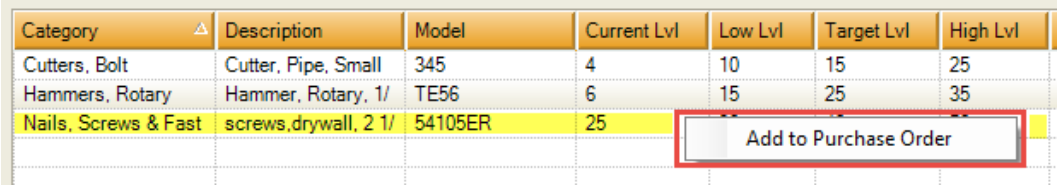


4. The list that appears (see image) represents those materials that have dropped below their designated Low Levels. For each material, you are provided with its:
    - Category
    - Description
    - Model Record Number
    - Current Level
    - 3 Designated Levels (Low, Target, High)
    - The preferred Vendor who you have designated to re-order this material (if using a Purchase Order)

Category	Description	Model	Current Lvl	Low Lvl	Target Lvl	High Lvl	Vendor
Adhesives	Duct Tape	SDE23	10	15	39	78	
Anchors	Anchor, Wedge 3/8"		-3	0	0	0	
Bits, Drill	Bits, Drill, Auger	BD12	100	150	175	200	
Bits, Drill	Misc. Drill Bits		11	20	25	30	
Bits, Drill	Bits, Drill, Hammer		9	10	30	50	

5. Double-clicking on any line item will open its **Material Model Record > Stock Info** tab **> Levels.**

6. Highlighting and right-clicking on any line item will allow you to set up this material directly onto a **Purchase Order** (see image).



a. If you set up a Purchase Order for this item, ToolWatch will automatically calculate the difference between your **Target Level** and your **Current Stock** and then populate this purchase order with the difference.

b. For example, if your **Target Level = 20 units** and your **Current Stock = 3 units**, your Purchase Order will reflect an order of (20 – 3) or 17 units.

Training Activity #12: Create Inventory Records and Set Levels for a Material Record

Part One

You wish to divide your Mobil 1 Oil inventory between Bin locations at your two Stock locations. As such, you will need to create a Material Inventory Record for the Wood River Warehouse.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Materials & Consumables > Material Inventory Records

1. Open the Mobil 1 Oil model record and click the **Stock Info** tab.
2. Name the **Bin** here *Main Bin*. Notice the **Inventory Information** location.
3. **Save** your work.
4. Pin yourself at the **Wood River Warehouse** location in the Org Tree.
5. Go to the **Material Model Records** and highlight the Oil model record.
6. Click on **Add Inventory Record** to create a new inventory record.
7. Open the model record to view the new Material Inventory Record.
8. Stock it with 25 units of oil.
9. **Save** your changes for this record.
10. Find this record on the model browser and open it.
11. Go to Stock Info tab and name this **Bin** *Wood River Bin*.
12. **Save** your work.
13. Now, re-pin yourself back to the Main Warehouse.
14. Open the model record again to view both of your newly stocked records.

Part Two

For your Main Warehouse, you want to manage inventory levels to ensure you do not run out of oil stock.

- ENTERPRISE ESSENTIALS > Materials & Consumables > Low Level Browser

1. You should be pinned at the **Main Warehouse** to open the Mobil 1 Oil model record.
2. For your oil, set these **Levels**:
    - High = 40 units
    - Target = 30 units
    - Low = 20 units

3. **Save** these changes.
4. Go to the **Message Center** (click **Refresh**) of any **Dashboard** to see if a message was triggered - Click on it.
5. At the **Low Level Browser**, click the **Recalculate** button.
6. Double-click to adjust your Current Inventory of Mobil 1 Oil from its present level to **25.**
7. a) Return to Low Level Browser and click on **Recalculate**. What happened? Why?

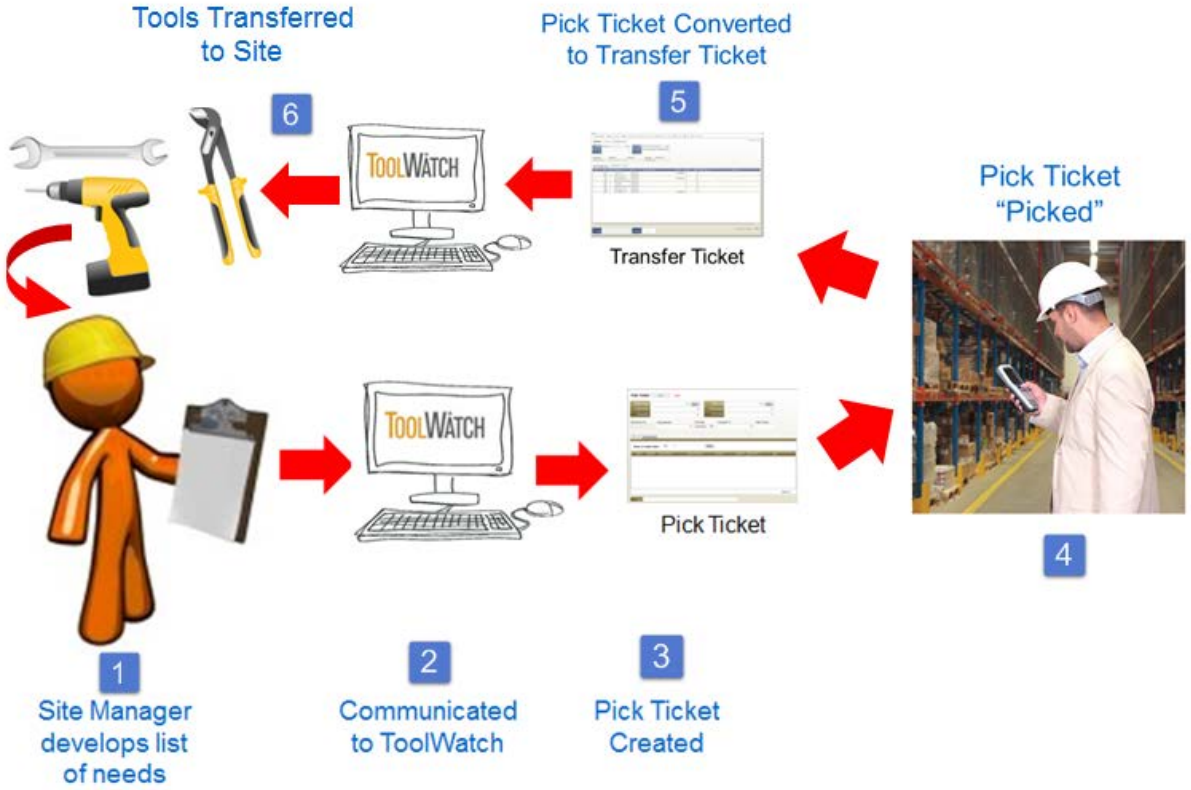
   b) Return to your Dashboard Message Center and refresh. What happens to the message? Why?

When done, compare your work to the Answer Key.

Transfer Tickets

Introduction

The ToolWatch Enterprise **Pick Tickets & Transfers** module provides the features necessary to pick, transfer and count tool and material inventory items. Keep in mind that ToolWatch is a digital representation of a physical world: It is a medium to record all events that occur with your tools and materials.



Pick Tickets & Transfers: An Overview

Electronic **Pick Tickets** provide warehouse staff with a quick and accurate method for selecting the tools and materials necessary to fulfill a request, such as one that may come in from a field supervisor for certain tools (see image).

Pick Tickets can be assigned to a warehouse employee who can see a list, maybe on his wireless Mobile Scanner, of all tickets for which he is responsible

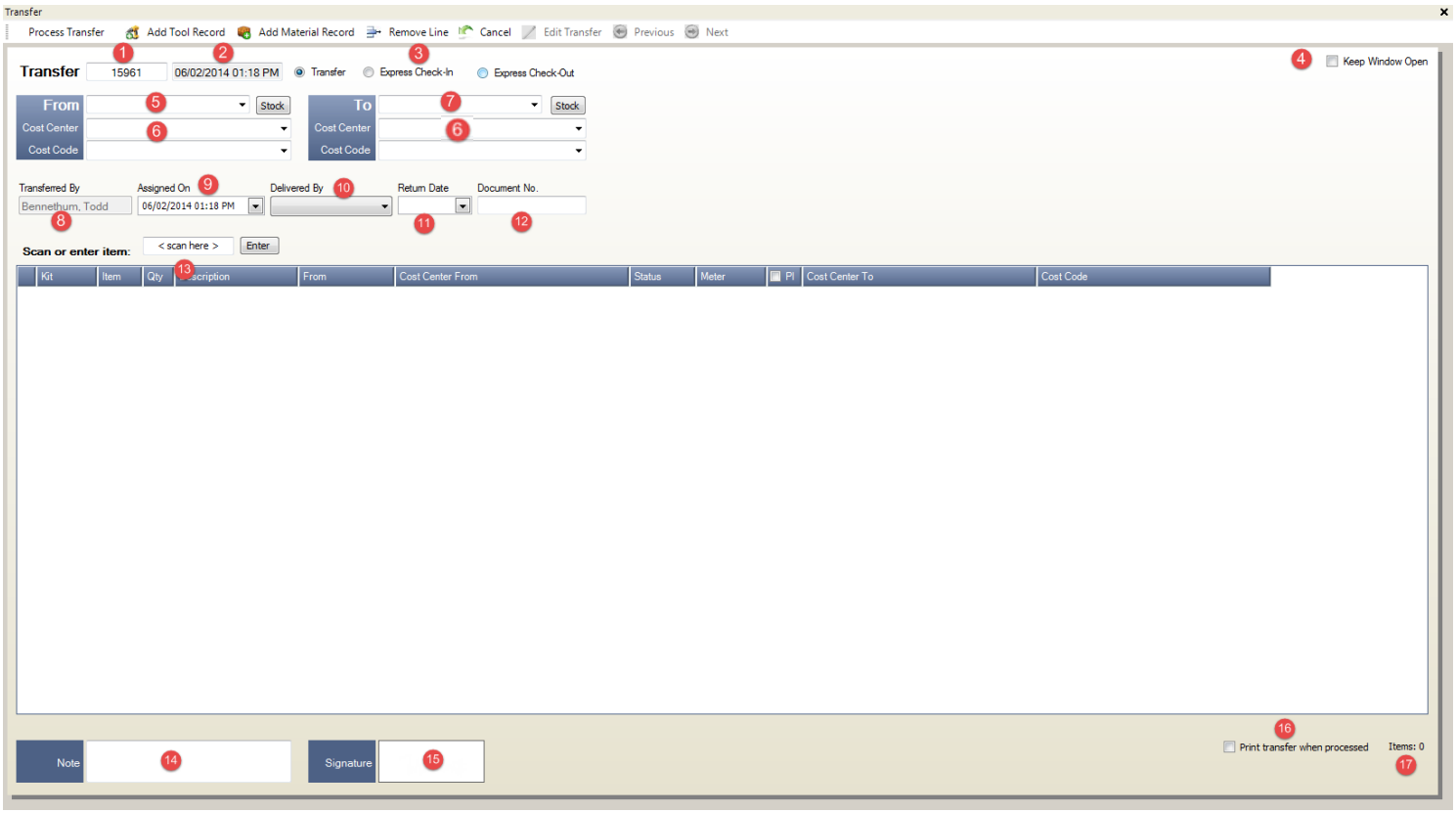
Pick Tickets include information about who requested the items as well as when and where the items are to be delivered. The Pick Tickets can be printed for processing or delivered electronically using a Mobile Scanner. After the items are picked, ToolWatch generates a Transfer Ticket automatically, ready for processing.

In ToolWatch, **Transfer Tickets** play a critical role: They record the movement of all inventories. Items assigned to project locations, employees or other Stock Locations should be processed and recorded on Transfer Tickets. Transfer Tickets (see image) generate the data necessary for Job Cost and Billing, historical reporting, etc.

A Transfer Ticket Explained

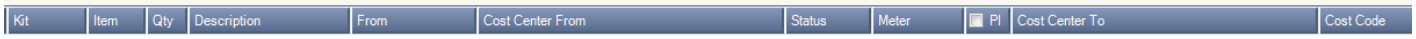
Required fields for a Transfer Ticket are indicated by an asterisk (*).

Number	Explanation
1*	**Transfer Number**
2	Date and Time of when transfer was generated
3*	select type of transfer
4	keeps window open for multiple transfers (otherwise transfer closes after being processed)
5*	**From** field, includes "Stock" button that, when clicked, fills in Stock Location of where pinned
6	**Cost Center & Code –** for Job Cost & Billing use only
7*	**To** field, includes "Stock" button as before
8	auto-populated with name of person creating transfer
9*	official Date and Time of when transfer was processed - can pre-date
10	list of Employees who can be assigned to **Deliver** transfer
11	designate a **Return Date**, will trigger note in Message Center if items not returned in time



Number	Explanation
12	assign an alternate identifier to transfer
13*	**Scan field** for entry of items to be transferred
14	optional **Notes** area

Number	Explanation
15	**Signature** is captured with Mobile Scanner & viewed
16	sets transfers to print each time they are processed
17	keeps a running total of items being transferred



Kit — **Kit Number**

Item — **Item Number**

Qty — adjust quantity for Quantity Tools, Materials

Description — from Tool/Material Records

From — for multiple items with different locations

Cost Center From — used with Job Cost & Billing module

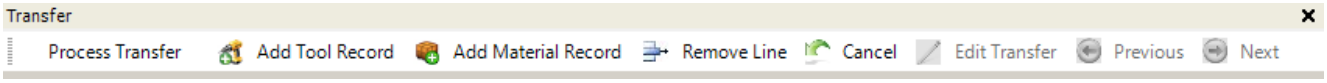
Status — **Status Code** (if present)

Meter — **Meter** information, can update on transfers

PI — check if **Personal Issue** item, assigned only on transfers

Cost Center To — used with Job Cost & Billing module

Cost Code — used with Job Cost & Billing module



Process Transfer — click to initiate transfer

Add Tool Record — allows for tools to populate transfer

Add Model Record — allows for materials to populate transfer

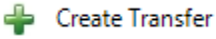
Remove Item — highlight line item and click to delete item for transfer

Cancel — click at any time to cancel entire transfer ticket

Edit Transfer — use with historical transfers, allows editing of Job Cost & Billing fields for un-posted transactions

Previous Next — click to advance or retreat from an historical transfer to next

Creating a Transfer from the Transfer Browser

1. From the **Navigator** panel, click on the **Pick Tickets & Transfers** module.
2. Click the **Transfer Ticket** button to open the **Transfer Browser** window.
3. Click on the **Create Transfer** button 

to open a new **Transfer Ticket.**
4. Populate the **From** field using one of the following methods:
   a. click the **Stock** button to select the main Stock Location (wherever user is pinned)
   b. select an Employee or Location from the drop-down menu (to the right of **From**) (see image)

NOTE: Type the first letter of an Employee or Location in the **From** field then select from the drop-down menu results

5. Populate the **To** field using one of the following methods:
   a. click the **Stock** button to select the main Stock Location (wherever user is pinned)
   b. select an Employee or Location from the drop-down menu (to the right of **To**) (see image)

   NOTE: Type the first letter of an Employee or Location in the **To** field then select from the drop-down menu results

Creating a Transfer from the Tool Browser

1. From the **Navigator** panel, click the **Tools & Equipment** module.
2. Click on the **Tools** button to open the **Tool Browser** window.
3. Select items from the **Explorer Tree** using one of the following methods:
   a. **All Categories > All Tools >** highlight tool(s) on browser
   b. **All Categories >** select a specific tool category then select an **Employee** or **Location** for a specific item > highlight tool
4. Right-click on the highlighted entry.

5. Select **Add to Transfer** from the pop-up menu. This will open a new Transfer Ticket and add the highlighted item to the ticket.
6. On the Transfer Ticket, select the destination (**To**) for the item(s) by:
   a. clicking the **Stock** button to select the main Stock Location OR
   b. selecting an Employee or Location from the drop-down menu
7. Click **Process Transfer** to execute the transfer process.

Creating a Transfer from the Material Browser

1. From the **Navigator** panel**,** click the **Materials & Consumables** module.
2. Click on the **Materials** button to open the **Material Browser** window.
3. Select items from the **Explorer Tree** using one of the following methods:
   a. **All Categories > All Materials** > highlight material(s) on browser
   b. **All Categories >** select a specific material category then select a **Stock Location** for a specific item > highlight material
4. Right-click on the highlighted entry.
5. Select **Add to Transfer** from the pop-up menu. This will open a new Transfer Ticket and add the highlighted item to the ticket.
6. On the Transfer Ticket, select the destination (**To**) for the item(s) by:
   a. click the **Stock** button to select the main Stock Location OR
   b. selecting an Employee or Location from the drop-down menu
7. Click **Process Transfer** to execute the transfer process.

NOTE: Immediately after such actions as a transfer, you might wish to see the results. Typically, in order to view such a change, you will need to **Refresh** the window to update any recent changes.

The easiest way to refresh is to complete some other action like one of these:

- doing a Browser search and clicking the "Go" button
- processing another transfer by clicking the "Process Transfer" button
- clicking "Save" to create a record

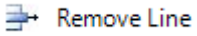
Adding Tools or Materials to a Transfer Ticket

1. From the **Transfer Ticket**, click on either the **Add Tool Record** or **Add Material Record** button.

This will open the respective Browser, either the **Tool** or **Material Browser**.

2. From the resulting Browser window, **Explorer Tree**, locate tools using one of the following methods:
   - selecting **All Categories > All Tools >** choose tool(s) of interest
   - selecting **All Categories** and the specific tool category

3. Highlight the tool(s) of interest, and then click the **Add Item** button, located on the menu bar.

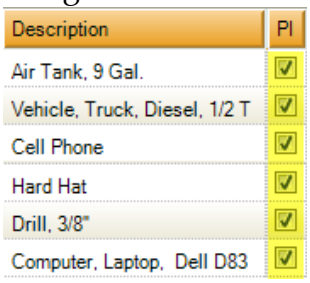
4. To remove an item from the Transfer Ticket, highlight the item and then click on the **Remove Line** button 

found on the menu bar.

5. Any items placed onto a Transfer Ticket can have their **Meter** and **Status** information updated. Simply edit these fields prior to processing the transfer.

Assigning a Tool as Personal Issue (PI)

There are circumstances where Employees work with tools or items that are assigned or issued to them throughout their tenure (e.g., keys, cell phone, PPE). These items are designated as "**Personal Issue**" (or **PI**) in ToolWatch; this assignment is reflected in the:



Tool Browser (left) and in Tool Records (right)

along with being on Transfer Tickets, Count Tickets and some reports.

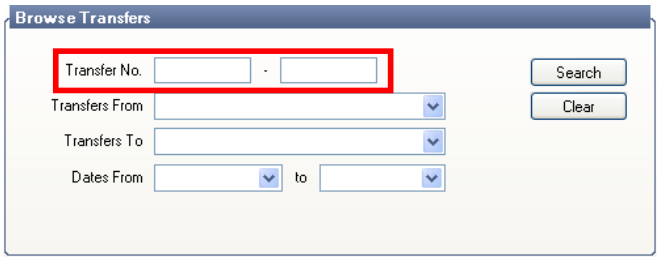
PI tools do not appear automatically on **Express Check-In** tickets as do non-PI items but can still be transferred if added manually.

NOTE: Use transfer tickets to designate (or un-designate) a tool as **Personal Issue.**

1. Open a Transfer Ticket.
2. Add the tool of interest to this transfer.
3. Find the tool on the Transfer Ticket. Click on the box under the column "PI" to assign this tool as Personal Issue. You should see a checkmark in the box.
4. Process this ticket. This tool now shows the PI designation in its Tool Record, on future transfers, etc.
5. To remove the PI assignment, place the tool on a new Transfer Ticket: From there, you can (a) un-click the box and (b) process the transfer to remove the designation.

Searching for and Viewing Transfer Tickets

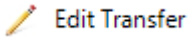
1. From the **Navigator** panel, click on the **Pick Tickets & Transfers** module.
2. Click the **Transfer Ticket** button to open the **Transfer Browser.**
3. Under **Browse Transfers**, add search criteria by one of the following methods:
   a. enter a specific Transfer Number
   b. select a drop-down list in one or more of the fields provided



NOTE: If you want a transfer with a particular Transfer Number, say #12, then enter that number (here "12") in BOTH fields of the search (i.e., both sides of the dash after **Transfer No**.)

4. Click the **Search** button.
   - To clear previous search results so as to perform another search, click the **Clear** button.
5. Highlight a transfer from the list: Double-click on it or click on the **View Transfer** button to open the Transfer Ticket.

Editing Historical Transfer Tickets

Once a transfer is complete, its ticket becomes "historical". As such, it can be found by searching the Transfer Browser. At first glance, all fields are greyed out, giving the appearance that it can no longer be edited. Clicking on the Edit Transfer  button suggests otherwise. A window appears reminding the user that any changes to Job Cost & Billing can involve only unposted entries (i.e., transfers). What this means to you is that once data for a transfer has posted, changes will not affect Job Cost & Billing information.

Here is what can be edited:

1. a **Return Date** for this transfer may be assigned (or changed) - it will still generate a message in the Message Center as appropriate
2. a **Cost Center** can be assigned (or changed)
3. a **Cost Code** can be assigned (or changed)

If a Cost Center or Code is added (i.e., one did not exist prior), the next calculation will apply this Cost Center (Code) as long as no charges have been posted based on this transfer.

If a Cost Center (Code) is changed (from a previous one on the ticket), any transactional data generated previously by this transfer will apply to the new Cost Center (Code) and be removed from the old one. **It is important to note here that this will occur only to entries that have NOT been posted** - Once posted, transactional data cannot be replaced, making any future troubleshooting quite difficult.

1. Using the **Transfer Browser**, search for a historical transfer of interest.
2. Open this Transfer Ticket.
3. Click on the Edit Transfer button - Read and click **OK** to the subsequent window.
4. Add/Edit the appropriate **Cost Center, Cost Code** and/or **Return Date** fields.
5. Click the **Process Transfer** button to initiate the transfer and any edits you made.
6. Perform a manual sync to affect any further billing calculations.

Deleting a Transfer Ticket

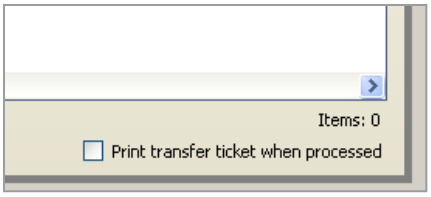
1. From the Transfer Browser, select and highlight a Transfer Ticket of interest.
2. Click the Delete Transfer button to delete this transfer.

Printing Transfers

Printing Transfers as They are Processed

Printing a Transfer Ticket can be done in one of two ways:

1. as they are processed and
2. after they have been processed

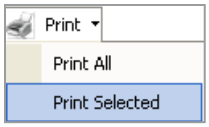


Before clicking to process your transfer (i.e., clicking on the **Process Transfer** button), select the "**Print transfer ticket when processed"** box down in the lower right corner of the Transfer Ticket (see image).

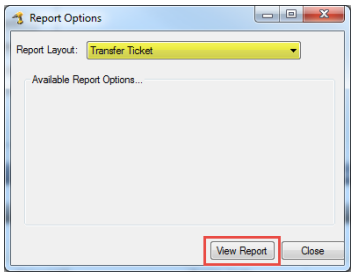
This will print – automatically – a copy of your Transfer Ticket as it is being processed. This is useful if a number of tickets are being processed at the same time; in this case, each Transfer Ticket will be printed as it is processed and the transfer window will remain open between transfers, saving considerable time.

Printing Transfers After They Have Been Processed

Leaving the "**Print transfer ticket when processed"** box un-selected allows for you to choose what Transfer Ticket and when this ticket will be printed.



1. From the **Transfer Browser**, highlight a Transfer Ticket and select the **Print** button.
2. Click on the drop-down arrow from the Print button and select the "**Print Selected**" option (see image).



3. The **Report Options** window opens. Click on the **Report Layout** drop-down menu and select the **Transfer Ticket** option (see image).
4. This will enable the **View Report** button at the bottom. Click on this button to have the ticket open in a new window.
5. Select the **Print** icon on the menu (at the top of the window) to print the transfer.
6. Alternatively, you can click on the **Export Data** button

to save the report as a database file (i.e., in a .csv format). You can choose to save or print this new file.

Training Activity #13: Transfer Tools and Materials

You work in the Main Warehouse. One of your responsibilities is to fulfill any requests involving transfers of tools and materials in and out of the warehouse.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Transfer Tickets

NOTE: For the following transfers, try to use your browser to populate the tickets. As well see if you can perform each numbered exercise using only a single transfer ticket.

1. The *Stoneybrook* job site needs a truck transferred to it from your Main Warehouse immediately. One of your trusted employees is going to manage the delivery of this truck. Transfer out one of your trucks, documenting the name of the employee that delivered it.
2. The *Legacy* job site needs 2 trucks and 3 screwdrivers. One of these trucks is being transferred from the *Stoneybrook* site; the other truck, along with the screwdrivers, will come from your Main Warehouse. Make the appropriate transfers.
3. The *Legacy* job site is returning 1 of the trucks and 2 of the screwdrivers that they received earlier. On the returning truck, the odometer reads "47605". Transfer these items back to the Main Warehouse, correctly documenting the updated Meter information for the truck.
4. Employee Foreman Tom Smith needs 2 screwdrivers, 2 units of oil and 1 truck from the Main Warehouse. You require these items returned back in 3 days. Transfer these items to Tom; be sure to include a Return Date on the transfer for these items.

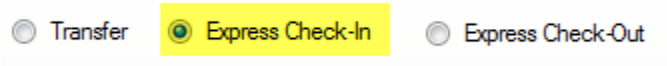
When done, compare your work to the Answer Key.

Express Check-In

The **Express Check-In** feature takes all of the tools currently assigned to a specific Employee or non-Stock Location and transfers them back to a designated Stock Location. This can be useful in a Tool Crib environment to transfer all items assigned to an Employee back to the Tool Crib after he is reassigned, leaves the company, etc.

Consider that where you are pinned in the Org Tree affects the **To** and **From** choices available to you. Employees or Locations that are visible at the level pinned in the Org Tree will populate the **To** and **From** drop-down lists.

1. From the **Navigator** panel, click on the **Pick Tickets & Transfers** module.
2. Click the **Transfer Ticket** button to open a **Transfer Browser** window.
3. Click on the **Create Transfer** button to open a Transfer Ticket window.
4. On the new Transfer Ticket, select the **Express Check-In** radio button.



   a. The **To** field auto-populates with the Stock Location where you are currently pinned in the Org Tree.
   b. The **From** field auto-populates by choices that are visible at this Org Tree position. If an Employee is selected, any items assigned to this individual will appear on the Transfer Ticket.

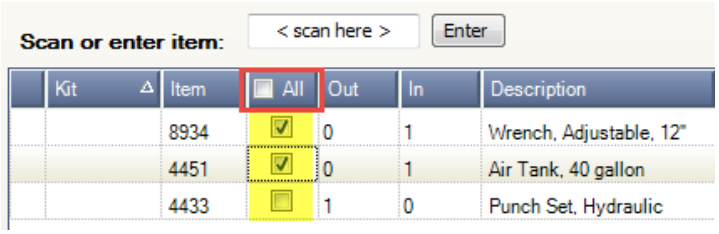
NOTE: Unless the **Express Check-In** button is un-checked, all future transfers will have this radio button selected.

5. Select the Employee or non-Stock Location of the tools being transferred in the **From** drop-down menu.

NOTE: In the Mobile Scanner, only Employees populate the **From** drop-down menu versus the desktop, where Locations also populate it.

6. You can indicate that any or all items listed on the Transfer Ticket are present by checking them in. There are 2 ways to accomplish this:

   a. Placing a checkmark in the **All** box will select all items automatically and adjust the **In** and **Out** quantities.



   b. Placing checkmarks in the individual item boxes allows you to indicate items that are/not present. This way you manually adjust quantities that are present (**In**) or not present (**Out**) at the time of the transfer.

7. When ready, click on the **Process Transfer** button. All the tools currently assigned to the designated Employee or non-Stock Location will be re-assigned to the Stock Location.

Express Check-Out

This feature automatically populates the **From** field with the Stock Location wherever you are currently pinned in the Org Tree.

1. Fill out this transfer and process as you would a normal Transfer Ticket.

2. a. The "**To"** field is populated with those Employees and Locations that are visible at this Org Tree position.

   b. The "**From**" field is populated with the Stock Location where you are currently pinned in the Org Tree.

Pick Tickets

Introduction

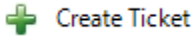
Electronic **Pick Tickets** provide warehouse staff with a quick and accurate method for selecting the tools and materials necessary to fulfill a request, such as one that may come in from a field supervisor for certain tools.

Pick Tickets can be assigned to a warehouse employee who can see a list, maybe on his wireless Mobile Scanner, of all tickets for which he is responsible.

Pick Tickets include information about who requested the items as well as when and where the items are to be delivered. The Pick Tickets can be printed for processing or delivered electronically using a Mobile Scanner. After the items are picked, ToolWatch generates a Transfer Ticket automatically, ready for processing.

Creating a Pick Ticket

Pick Tickets (see image) create groups of tools and materials, in one batch, to be picked from the warehouse *a la* a "shopping list". Once items are picked, they can be placed onto a Transfer Ticket, resulting in the transfer of requested items to their final assignment(s).

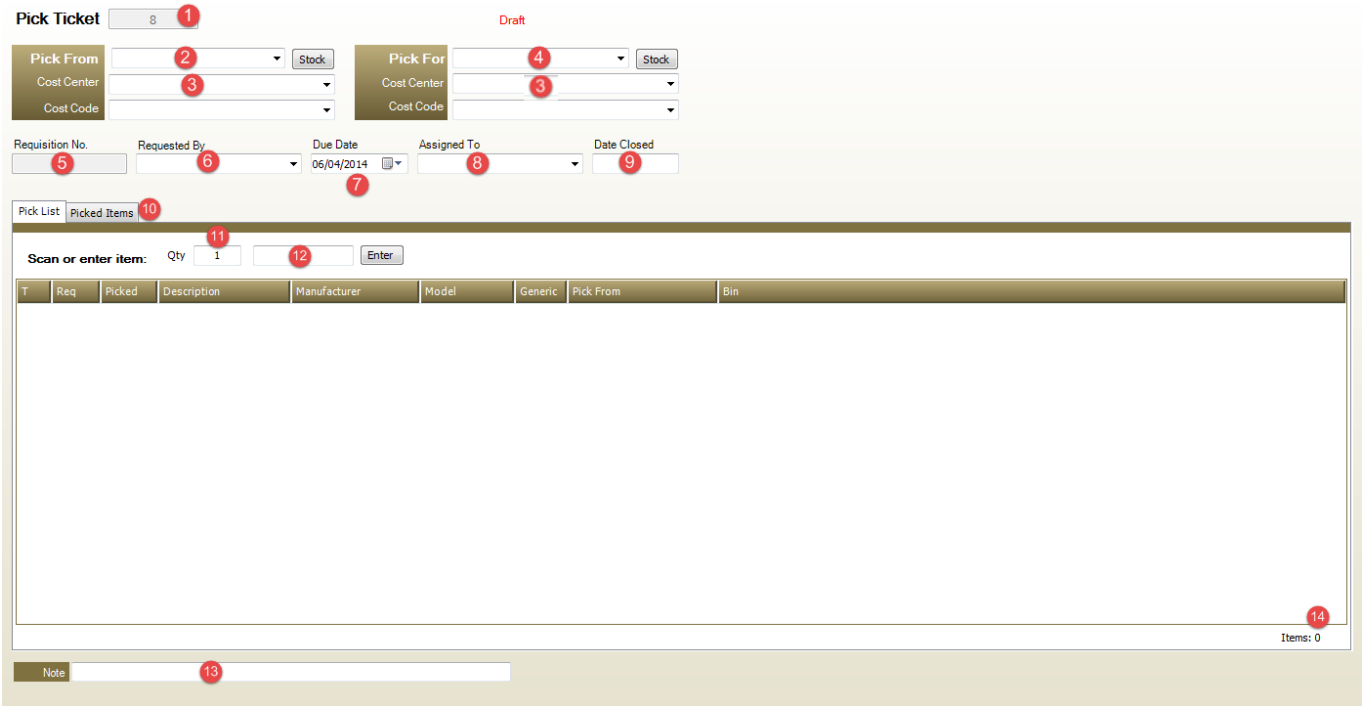
1. From the **Navigator** panel, click on the **Pick Tickets & Transfers** mod
2. Click the **Pick Tickets** button to open a **Pick Tickets Browser** window.
3. Click the **Create Ticket** 

button to open a **Pick Ticket.** Notice that it is in **Draft** status.

A Pick Ticket Explained

Required fields for a Pick Ticket are indicated by an asterisk (*).

Number	Explanation
1*	**Pick Ticket Number**
2*	**Pick From** field, includes "Stock" button that, when clicked, fills in Stock Location of where pinned
3	Cost Center & Code – for Job Cost & Billing use only
4*	**Pick For** field, includes "Stock" button
5	non-functional – for future development (?)
6	Employee designated as person requesting Pick Ticket
7	date specified as to when Pick Ticket is due
8	Employee assigned to completion of Pick Ticket
9	date specified as when Pick Ticket is closed
10	**Pick List** tab lists items to be picket; **Picked Items** tab lists those items that have been picked already
11	as items are entered into a Pick Ticket, this field designates quantity of each item as entered



Number	Explanation
12*	**Scan field** for entry of items to be transferred
13	optional **Notes** area
14	keeps a running total of items being transferred

T**	**Type** of item entered
Req	number of items requested (before being picked)
Picked	number of items picked (after being picked)
Description	from Model Records
Manufacturer	from Model Records
Model	from Model Records

** **M** = Material/Consumable
Q = Quantity Tool
T = Unique Tool
K = Kit
T/M = Template

Generic	check if OK to give person picking ticket permission to substitute an item from a similar Model Record than the Model requested
Pick From	represents location from which item was originally assigned to Pick Ticket
Bin	Bin location of item (from Model Records)

NOTE: If you add a Material item that contains Bin data to a Pick Ticket, it will not appear initially – **After you save the ticket**, it will show up in the Bin area.

Required Fields

4. Populate the **Pick From** field (is similar to the **From** field on a Transfer Ticket) as you would any other drop-down menu.
   - field contents reflect what is visible to where you are pinned in the Org Tree
5. Do likewise for the **Pick For** field (is similar to the **To** field on a Transfer Ticket).
   - field contents reflect what is visible to where you are pinned in the Org Tree

Optional Fields

6. You can populate the **Requested By** and **Assigned To** fields by selecting one of the Employees listed here. All active Employees in ToolWatch are found here, irrespective of where you are pinned.
7. **Cost Center** and **Cost Codes** are used only in Job Cost & Billing.
8. As well, you can designate a **Due Date** and/or assign a **Date Closed** to your Pick Ticket.

Adding Tools to a Pick Ticket

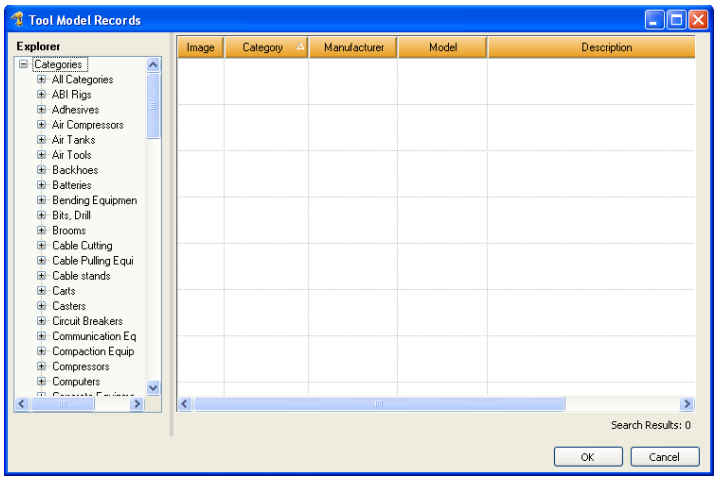
Adding items to a Pick Ticket in ToolWatch Enterprise adds general **Model Record** information for a tool or material item, not more specific Tool/Material Record information. This allows for greater flexibility in selecting those items that are "picked" when completing the Pick Ticket.

By way of example, let's look at a request from the field for a 3/8" drill. A Pick Ticket is created and using Model Record information, a *Bosch* (**Manufacturer**) 1000 VSR (**Model**) 3/8" drill is added to the Pick Ticket.

Since the request is not for a specific drill, any drill within this Model Record can be picked to fulfill this request. If you check the **Generic** option on the Pick Ticket (see image), a (1) *DeWalt*, (2) *Black & Decker* or (3) *Milwaukee* (etc.) 3/8" drill can be selected as a viable alternative.

NOTE: A new Pick Ticket begins in **Draft** status. This is important because it is one of only 2 states (**Draft** and **In Progress**) where items can be added to a Pick Ticket.

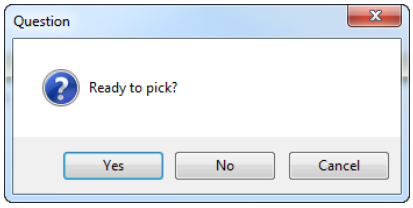
1. Using your open Pick Ticket, click on the **Add Tool Record** button. This will open the **Tool Model Records** window (see image).
2. From this **Tool Model Records** window, locate tools using one of the following methods:
   a. In Explorer, select **All Categories > All Tools**
   b. In Explorer, select the specific tool **Category > All Tools**



3. Highlight the Tool Model Record and click **OK** to add this Model Record information to the Pick Ticket.

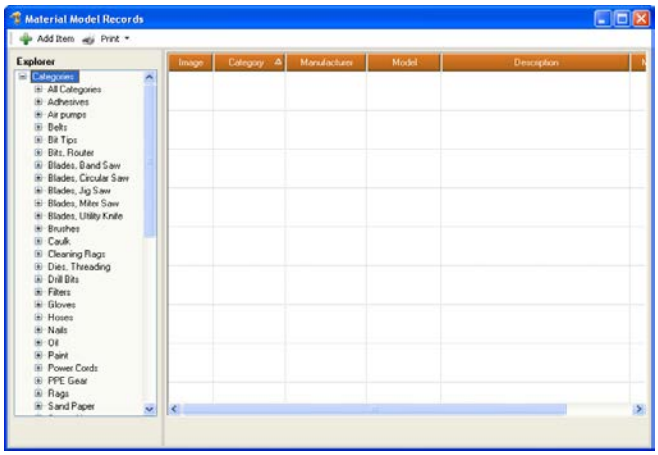
   NOTE: You can populate a Pick Ticket from both Tool and Material Browsers by right-clicking selected items and "Add to Pick Ticket" option.

4. Click the **Generic** box where appropriate.
5. Click **Save**. After saving, Enterprise asks if the new Pick Ticket is ready for picking (see image):
   - selecting **No** saves the Pick Ticket in **Draft** status
   - selecting **Yes** saves the Pick Ticket in the **Ready to Pick** status



Adding Materials to a Pick Ticket

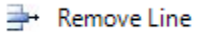
1. Using your open Pick Ticket, click on the **Add Material Record** button. This will open the **Material Model Records** window.
2. From this **Material Model Records** window, locate tools using one of the following methods (see image):
   a. In Explorer, select **All Categories > All Materials**
   b. In Explorer, select the specific tool **Category > All Materials**

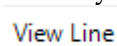


3. Highlight the Material Model Record and click the **Add Item** button to add this Model Record information to the Pick Ticket.
4. Click the **Generic** box where appropriate.

5. Click **Save**. After saving, Enterprise asks if the new Pick Ticket is ready for picking:
   - selecting **No** saves the Pick Ticket in a **Draft** status
   - selecting **Yes** saves the Pick Ticket in the **Ready to Pick** status

Editing a Pick Ticket

1. The Pick Ticket must be in **Draft** status. (The only edits that can be done **In Progress** are adding items to the ticket.)
2. You can edit any of the information on the top of the ticket even after it is saved.
3. You can remove an item by highlighting the item then clicking the **Remove Line** 

button.
4. You can view an item either by double-clicking on it or highlighting the item, then clicking the **View Line** 

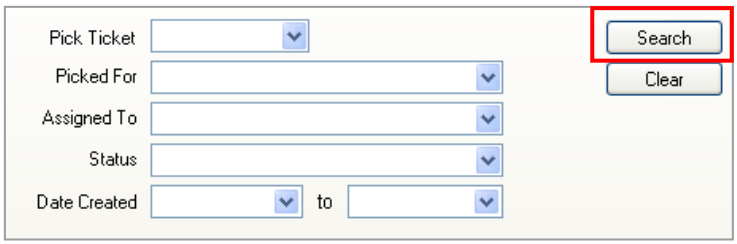
button.
5. You can adjust the quantity of a non-unique item by going to the **Req** value

and clicking the up/down button.
6. Click the **Save** button.

Searching for Pick Tickets

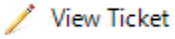
1. From the **Navigator** panel, click on the **Pick Tickets & Transfers** module.
2. Click the **Pick Tickets** button to open the **Pick Tickets Browser** window.
3. Just right of **Browse Pick Tickets**, select one of the radio buttons to search for **Open**, **Closed** or **All** Pick Tickets.

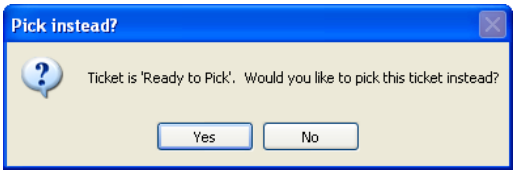
4. Add search criteria using one of the following methods (see image):
   a. enter a specific **Pick Ticket Number**
   b. select a drop-down list in one or more of the fields provided



5. Click the **Search** button to conduct your search.

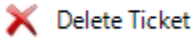
Viewing a Pick Ticket

1. Begin with a list of Pick Tickets in the **Pick Ticket Browser**. To view a given ticket, either:
   - double-click it or
   - highlight the row and click on the **View Ticket**  button in the menu bar**.**
2. Viewing a Pick Ticket in **Ready to Pick** status displays the following message:



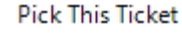
   a. clicking **Yes** will open up the ticket and set it to the **In-Progress** status
   b. clicking **No** will open up the ticket in **Ready to Pick** status, allowing you to add items to or view the ticket

Deleting a Pick Ticket

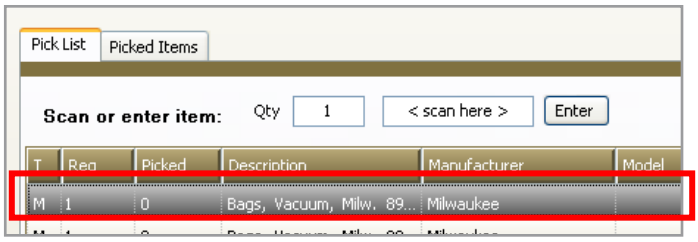
1. From the **Pick Ticket** Browser, select (highlight) any Pick Ticket in **Draft**, **In-Progress** or **Ready to Pick** status.
2. Click the **Delete Ticket**  button: If this ticket has not been picked previously, it will be deleted.

Picking a Pick Ticket

The act of "picking" a Pick Ticket represents a warehouse employee, Pick Ticket in hand (or Mobile Scanner), locating items on the Pick Ticket, pulling them from inventory and transferring them out via a Transfer Ticket.

1. From the **Navigator** panel, click on the **Pick Tickets & Transfers** module.
2. Click the **Pick Tickets** button to open the **Pick Ticket Browser**.
3. Add search criteria using one of the following methods:
   a. enter a specific **Pick Ticket Number**
   b. select a drop-down list in one or more of the fields provided
4. Highlight a Pick Ticket in the **Ready to Pick** status.
5. Click the **Pick This Ticket**  button. Once selected the Pick Ticket opens and will change to the **In Progress** status when you next save it.

6. In the **Pick List** tab, select and highlight one of the line items from the Pick Ticket (see image).



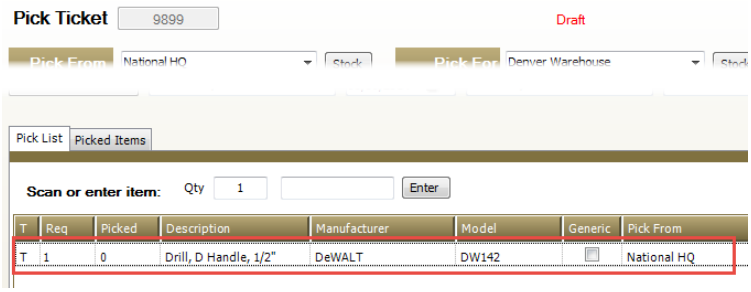
7. In the **Qty** field, enter a quantity of items to be picked (for Qty Tools and Materials only). This number should match, if possible, the number in the **Req** field.

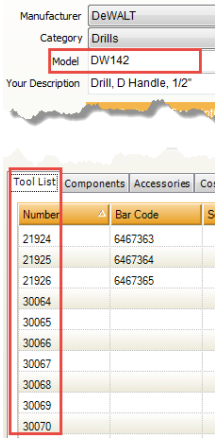
8. Either (a) enter an **Item Number** in the **Scan** field or (b) scan a number using a Barcode, then click the **Enter** button. It is here where using the Mobile Scanner has a distinct advantage over the desktop platform.

> NOTE: The number that you use should reflect an Item Number that is found in the Model Record highlighted in Step #6. If it does not, it will be added to your Pick Ticket as a new line item (which you can delete).

9. Click on the **Picked Items** tab to view the list of items you have picked (see image).

10. Repeat **Steps #6-8** for each of the line items on the ticket.





11. Click **Save** and indicate whether you wish to:

    a. transfer the picked items or
    b. close the Pick Ticket

Keep the ticket **Open** until all items are picked and transferred out to their respective job sites.

Training Activity #14: Create and Pick a Pick Ticket

You work in the Main Warehouse. One of your responsibilities is to fulfill any requests involving transfers of tools and materials in and out of the warehouse.

You receive a request from a Project Manager to have some items transferred out to 2 of his sites.

To review the procedures for the 1st part of this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Pick Tickets > Creating a Pick Ticket

Part One

Begin by creating a Pick Ticket for one of the 2 sites, the *Legacy* job site. The items requested here:

1. are due tomorrow
2. include the following items:
   a. 2 DeWALT DW140 drills
   b. 3 Craftsman Phillips screwdrivers
   c. 1 can of red Krylon spray paint

Continue by creating a Pick Ticket for the other of the 2 sites, the *Stoneybrook* job site. The items requested here:

1. are due in 3 business days
2. include the following items:
   a. 1 Ford truck
   b. 2 containers of Mobil 1 oil
   c. 3 50 ft Coleman extension cords

You finish creating the Pick Tickets but cannot complete the order just yet. Save these tickets, in the "Ready to Pick" status – Do NOT begin picking them.

Part Two

To review the procedures for the 2nd part of this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Pick Tickets > Picking a Pick Ticket

Time allows you to complete your earlier work (i.e., picking the 2 Pick Tickets you created). Since they are sitting in "Ready to Pick" status, they can be picked now.

Pick both tickets and transfer out all of the items to each of the *Legacy* and *Stoneybrook* job sites. Close out both tickets.

When done, compare your work to the Answer Key

Kits and Templates

Introduction

Kits and **Templates** represent discrete packages of tools and/or materials that are grouped together to be used on a recurring basis. While this has the potential to save time and increase efficiency, most importantly arranging items this way should minimize errors in selecting items repeatedly.

Some distinctions between a Kit and a Template are:

- Kits are made up of **Tool/Material Records**; Templates are composed of **Tool/Material Model Records**
- Kits show up as a **Tool Type** of "**K**" whereas Templates are "**T/M**"

Kits

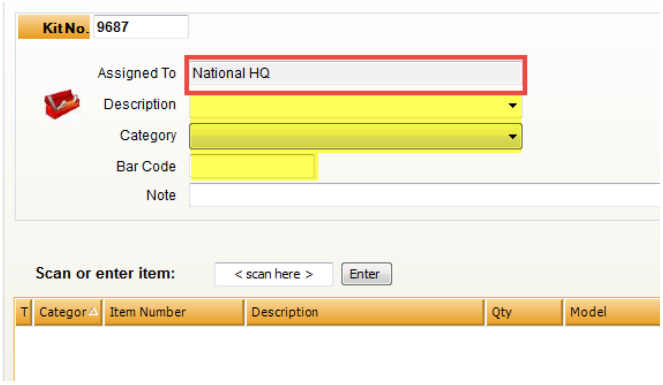
One of the advanced features in Enterprise is the ability to group any combination of tools, materials and consumables together; this combination of items is called a **Kit**. In many ways, kits can be treated like tools: They can be transferred, placed on a **Pick Ticket** and picked, and added to a **Count Ticket**, to name a few actions.

Kit items are designed to associate together regardless of their location. Additionally, it is possible to transfer kit contents away from the kit while still maintaining their association with the kit. So, an item can be loaned temporarily from a kit or it can be transferred to a Service Center while still keeping track of its association to the kit.

Locating an Existing Kit

1. From the Navigator panel, click on the **Tools & Equipment** module.
2. Click on the **Tool Kits** button to open the **Kit Browser** window.
3. In the **Explorer** window, click on **All Categories > All Tools.** A Kit will be represented by a red tool box icon.
4. Click on any of the column headers to sort the varied lists and scroll to find a particular Kit. Alternatively, you could use the **Search** button and search for a Kit using any relevant fields (e.g., Kit No.).

Creating a Kit



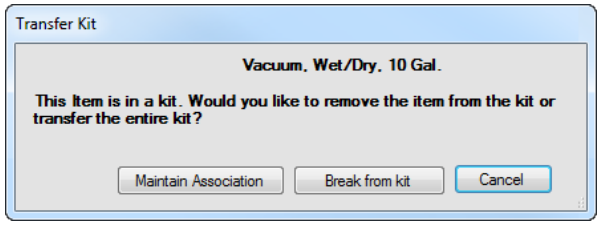
1. From the Navigator panel, click on the **Tools & Equipment** module.
2. Click on the **Tool Kits** button to open the **Kit Browser** window.
3. Click the **Add Kit** button to open a **Kit Detail** window.
4. Note the user's current pinned location in the **Assigned To** field (see image). This is where the kit will be created.
5. Select or type in a **Description**, **Category** and **Bar Code Number** as appropriate for your new Kit. (Categories are from **Tool Category** in Lists.)
6. Populate the Kit by doing one or more of the following:
   a. Click the **Add Tool Record** or **Add Material Record** button and select items using the appropriate Browser.
   b. Type in a **Tool** or **Material Item Number** representing the item(s) you wish to add then click **Enter.**
   c. Scan in or enter a **Bar Code Number** representing each item you wish to add.
7. Optional: As a best practice, include a **Note** describing special conditions relative to your kit contents. For example, if Item #3652 is a consumable and will be removed from this kit if transferred from Stock, include a note informing others to replace this item (include Item # and quantity) when transferred.
8. Click **Save** to save your new Kit.

Creating a Kit from the Tool and Material Browsers

1. From the Navigator panel, click on the **Tools & Equipment** module.
2. Click on the **Tools** button to open the **Tool Browser** window.
3. In the **Explorer** window, click on **All Categories > All Tools.**
4. Click on any of the column headers to sort the tool lists and scroll to find the tools you want to add to your Kit.
5. When you find the tool(s) you want to add to your Kit, highlight them, right-click, and select **Add to Kit**.
6. Repeat the above steps until you have added all of the tools you want to your new Kit. You can do this for materials as well using the Material Browser.
7. In the **Description** field, type in the title you want for the new Kit.
8. Select the **Category** representative of this Kit.
9. Optional: Add a Bar Code Number in the **Bar Code** field.
10. Optional: It is a best practice to add descriptive notes in the **Note** field.
11. Click **Save** to save your Kit.

Transferring a Kit and Items within a Kit

1. If you wish to transfer the entire contents of a kit, go to the **Kit Browser**, highlight the Kit of interest, and right-click **Add to Kit**. All items (i.e., the Kit and its contents) will be re-assigned to the **To** location on your transfer. (Alternatively you can add a Kit or items within a Kit by typing in those numbers onto a transfer.)
2. To transfer items within a Kit, go to the Tool Browser. Click on the **Explode Kits** button at the bottom of the window. This will remove all items within the Kits displayed on the browser.
3. Highlight those tools of interest and right-click **Add to Transfer**. This window appears (see image). Here you can transfer the tool by either: (1) removing the item from the Kit or (2) keeping the association between the tool and its kit.


Transfer Kit
Vacuum, Wet/Dry, 10 Gal.
This Item is in a kit. Would you like to remove the item from the kit or transfer the entire kit?
Maintain Association
Break from kit
Cancel

4. When done, click **Process Transfer** to transfer the tool(s).

Templates

Often times, items will travel together, much like they do in kits, but for the express purpose of having them ordered or purchased together. One example would be the regular purchase by a Safety Trainer of PPE (e.g., hard hats, gloves, eye wear); another

example might be the items commonly assigned to multiple new hires (e.g., cell phone, keys, ID card).

In each case above, a **Template** represents the feature that allows such a group of items to populate either a Pick Ticket (for transfer) or a Purchase Order (for purchase). Templates can be created at any time, saved for future use and used multiple times.

Training Activity #15: Create a Kit

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Kits And Templates > Kits

You will create, transfer and return a kit.

1. Kit Details:
   a. **Description** = *General Repair Kit**
   b. **Category** = Drills
   c. **Bar Code** = 123123
   d. **Note** = *After assignment, re-stock with 3 units of paint #___ (*insert the # of your paint*)
   e. **Contents**:
      i. 1 drill
      ii. 2 extension cords
      iii. 2 screwdrivers
      iv. 3 cans of red paint
2. When finished creating the kit, save and transfer it to your **Stoneybrook** location.
3. Locate your kit and transfer it back to stock (i.e., **Main Warehouse**).
   a. Use the **Kit Browser** to find it; open the kit and examine its contents.
   b. Note in particular the "missing" paint - Re-stock the paint in this kit for its next use.

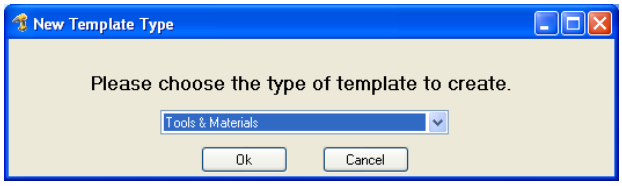
   When done, compare your work to the Answer Key.

Creating a Template from the Template Browser

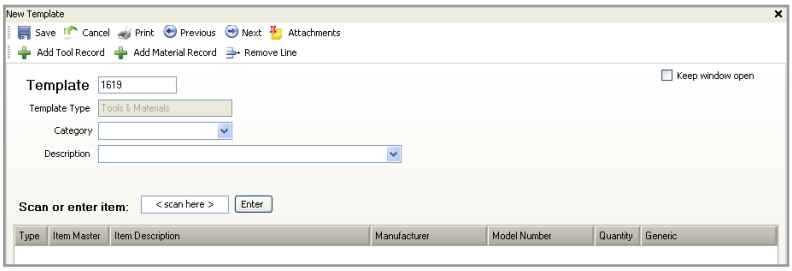
1. You will need to create a **Template Category** from the **Lists > Categories…** before creating a Template.

2. From the Navigator panel, click on the **Pick Tickets & Transfers** module.
3. Click on the **Templates** button

to open the **Template Browser**.
4. Click on the **Create Template** button in the menu bar to open the **New Template Type** window (see image).

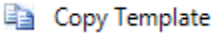


5. In the **New Template Type** dialog box, select "**Tools & Materials**" from the drop-down list and click **OK**.
6. This opens up a **New Template** window (see image).
7. From the **Category** drop-down menu, select a **Category** for this template.



8. Type in a **Description** for the new template. This should be descriptive enough to inform what all items in the template have in common.
9. Click either **Add Tool Record** or **Add Material Record** on the menu bar to open the **Tool** or **Material Model Record** window. Select tools using the **Explorer** in each window. Click **OK** when finished.
10. Click **Save** to save this template to the **Template Browser**.

Copying an Existing Template

1. From the Navigator panel, click on the **Pick Tickets & Transfers** module.
2. Click on the **Templates** button to open the **Template Browser.**
3. Search for templates by clicking on **All Categories > All Types** or by selecting a specific template category from the Explorer.
4. Highlight the template to copy and click on the **Copy Template** button 

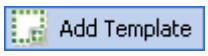
in the menu bar. This opens the template you just highlighted.
5. Type in a new name for the template copy. Make any adjustments to the other information, especially the items already entered.
6. Click **Save** to create and save this new template.

Finding an Existing Template

1. From the Navigator panel, click on the **Pick Tickets & Transfers** module.
2. Click on the **Templates** button to open the **Template Browser.**
3. Look for an existing template by clicking on **All Categories > All Types** or by selecting a specific template category from the **Explorer**.

Adding a Template to a Pick Ticket

NOTE: A Template can only be added to a Pick Ticket in **Draft** status.

1. From the Navigator panel, click on the **Pick Tickets & Transfers** module.
2. Click on the **Pick Tickets** button to open the **Pick Tickets Browser.**
3. Click on the **Create Ticket** button to open a new **Pick Ticket**. Complete the required information to begin a new ticket (e.g., **Pick From/For**).
4. Click on the **Add Template** button 

to open the **Template Browser** window.
5. From the **Explorer**, select a Template, highlight it, and click the **Add…** button. This will populate the Pick Ticket with those items contained in the template.
6. Complete filling in the Pick Ticket and click the **Save** button to process the ticket.

Training Activity #16: Create a Template

To review the procedures for this activity, see the following sections in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Kits And Templates > Templates
- ENTERPRISE ESSENTIALS > Pick Tickets > Adding a Template to a Pick Ticket

Part One

1. Go to **Lists > Categories…** and create a **Template Category** called "Starter Sets"
2. Go to **Pick Tickets & Transfers** module > **Templates** button > Create Template > select Tools & Materials >click OK
3. Choose **Template Category** = "Starter Sets"
4. Template **Description** = "New Starter Set"
5. Add these items to your Template:
   - 2 screwdrivers
   - 1 drill
   - 3 containers of oil

6. Create a **Pick Ticket** with items:
   a. coming from your **Main Warehouse**
   b. requested by the **Legacy** job site
   c. ticket was requested by Jane Doe
   d. it is due one week from today

7. Add the template "Starter Sets" to the **Pick Ticket** and save your work.

8. Once saved, pick this **Pick Ticket.**

9. Move the contents onto a **Transfer Ticket**.

10. Indicate that the items are due back in 5 days.

11. Process the transfer.

Part Two

So, you are now responsible for purchasing inventory for your company. As part of your duties, you order some items on a regular basis.

The "New Starter Set" template will be used as part of the next module, Purchasing & Receiving.

1. Create a new **Template Category** called "Standard Orders".

2. **Template Type** = Tools & Materials

3. Choose **Templatee Category** = "Standard Orders"

4. **Template Description** = "Monthly Warehouse Purchases"

5. Add these items to your template:
   - 2 containers of oil
   - 2 screwdrivers
   - 1 drill

6. **Save** but do not process – You will use this template for a future purchasing activity.

When done, compare your work to the Answer Key.

Count Inventory

Introduction

The **Count Inventory** feature allows you to establish an accurate inventory count of the tools and materials that you currently have in a particular location. Recall that, in ToolWatch, locations can be a(n):

- Jobs (or Regular Location) (e.g., a job site)
- Stock Location (e.g., a warehouse)
- Employee (i.e. what he currently has in his possession)

In Enterprise, there are 3 different approaches that you may take when counting a location's inventory:

1. **Computer Checklist**

Within ToolWatch Enterprise, you can create a checklist of all items that "should" be at your location by using a **Count Ticket**. This computer checklist (or Count Ticket) is stored in the software. Using the Count Ticket as a checklist on your computer or Mobile Scanner, you walk around the location, scanning or adding in each and every inventory item. Any items not on the Count Ticket originally can be added, too.

2. **Paper Checklist**

You can print off the Count Ticket (see above) and have your employee(s) walk around the location with a paper form of this checklist, writing down what is/not present at the location. If you encounter an item not on the checklist, it can be added to the checklist as before.

At some later time, data from the paper checklist completed by hand can be input into ToolWatch.

3. **No Checklist**

You can walk around a location, sans checklist, and use your Mobile Device to scan/add in your inventory into an empty Count Ticket.

Irrespective of the approach you choose, either one employee or many may collaborate in the counting effort. Once the results have been compiled into ToolWatch Enterprise, you can review them for accuracy and discrepancies. In this manner, you can update systematically your quantities in ToolWatch to reflect the true inventory count.

NOTE: In order to use the Count Inventory feature, be sure to update your Role Permissions to allow for its use. Go to **Administration** module **> Configure User Roles > Pick Tickets & Transfers** tab > check "Execute" for **Count Inventory.**

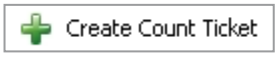
Creating a Count Ticket

A **Count Ticket** is an interactive form designed to, based on a particular location:

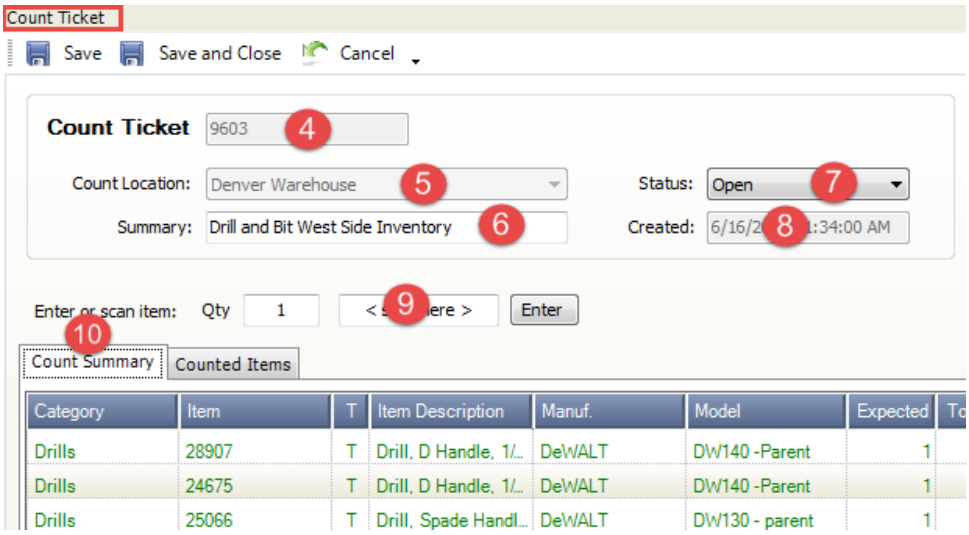
- list those items and their quantities that "should" be present and
- collect information on items that are being inventoried

Here we will cover the steps involved in populating a Count Ticket with a list of tools and materials that "should" be available at a given location.

1. From the **Navigator** panel, click on the **Pick Tickets & Transfers** module.
2. Click on the **Count Inventory**

button to open up the **Count Ticket Browser**.
3. Click on the **Create Count Ticket** button 

to open up a new **Count Ticket** (see image).



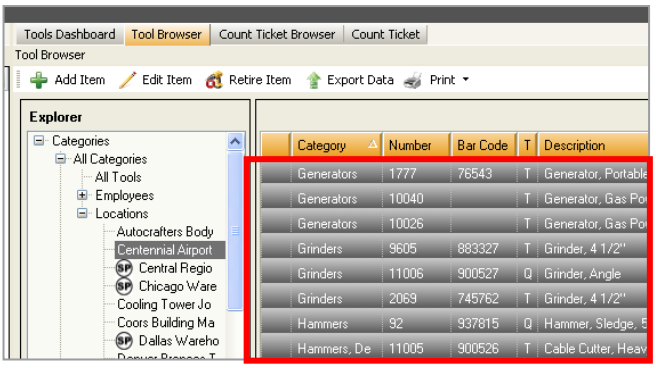
4. Note the **Count Ticket Number**: Enterprise will display the next **Count Ticket Number** available based on Number Block rules. You may change the ticket number at this time.
5. In the **Count Location** field's drop-down menu, choose the location that you would like to inventory. This field is populated automatically with the assignment of items you add to the ticket.

> NOTE: Once a **Count Ticket** has been saved, you will no longer be able to change the **Count Ticket Number** nor the **Count Location.**

6. In the **Summary** field, type in a short description of this inventory count (e.g., *Annual Physical Inventory*, *North Side Warehouse Inventory*).

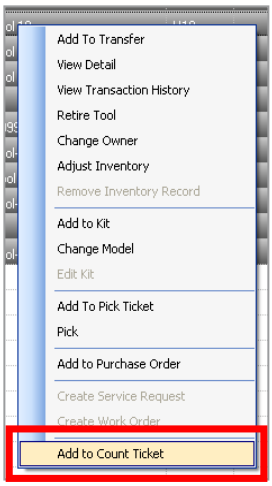
7. The **Status** field is used to signify that the ticket is "Open" or "Closed". Closed tickets are not displayed on Mobile Scanners; they may be reopened by changing the ticket's **Status**.
8. The **Created** field displays the date and time the ticket was created. You cannot edit this field.
9. You can add items to the ticket either using the **Scan** field or through the **Tool/Material Browser**. In order for items to populate the ticket, they must be from the same location as the Count Ticket.

   a. From the **Tool** or **Material Browser**, highlight the **Count Location** tools that you would like to have inventoried (see image).



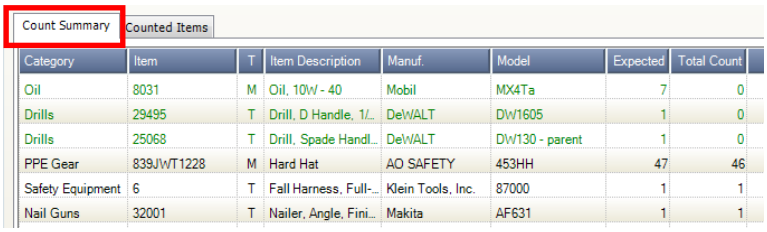
   b. You can only inventory materials and consumables that are at a **Stock Location**. This is because materials and consumable are stored only at Stock Locations.

   c. Right-click on the highlighted tools and/or materials and select the **Add to Count Ticket** option (see image).



   - If a ticket is already open, and the **Count Location** selected matches the assignment of the highlighted items, the items will be added to the ticket.
   - If a ticket is not already open, one will be opened, and the **Count Location** field will be populated.
   - By leaving the Tool Browser and Material Browser tabs open, you can add both tools and materials to the same Count Ticket. Simply select the items on one browser, right-click them onto your ticket, then repeat using the other browser.

10. The list of tools/materials now appears on the **Count Ticket**, under the **Count Summary** tab (see image):


Count Summary
Counted Items
Category
Item
T
Item Description
Manuf.
Model
Expected
Total Count
Oil 8031 M Oil, 10W - 40 Mobil MX4Ta 7 0
Drills 29495 T Drill, D Handle, 1/... DeWALT DW1605 1 0
Drills 25068 T Drill, Spade Handl... DeWALT DW130 - parent 1 0
PPE Gear 839JWT1228 M Hard Hat AO SAFETY 453HH 47 46
Safety Equipment 6 T Fall Harness, Full-... Klein Tools, Inc. 87000 1 1
Nail Guns 32001 T Nailer, Angle, Fini... Makita AF631 1 1

   - lines in **black** are counted
   - lines in **green** are uncounted

11. Click the **Save and Close** button.
12. This **Count Ticket** can be used now as a computer checklist for the tools and materials that you would like to have inventoried at this location.

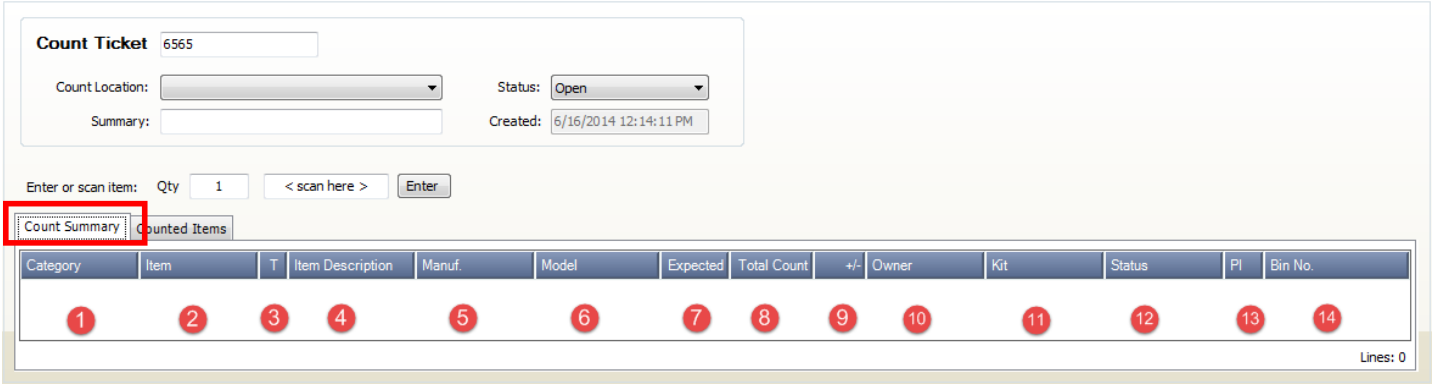
NOTE: You can designate a Count Ticket as "Closed" by selecting this option in the **Status** menu of the Count Ticket. This is only for accounting purposes, however, as the ticket may still be modified when **Closed**.

Count Ticket Tabs

1. Count Summary Tab

The **Count Summary** tab has two functions:

a. It provides a summary view of items that have been counted already.
b. It displays a list of items yet to be counted.



c. **Count Summary Tab Explained**

* information comes from Model Record

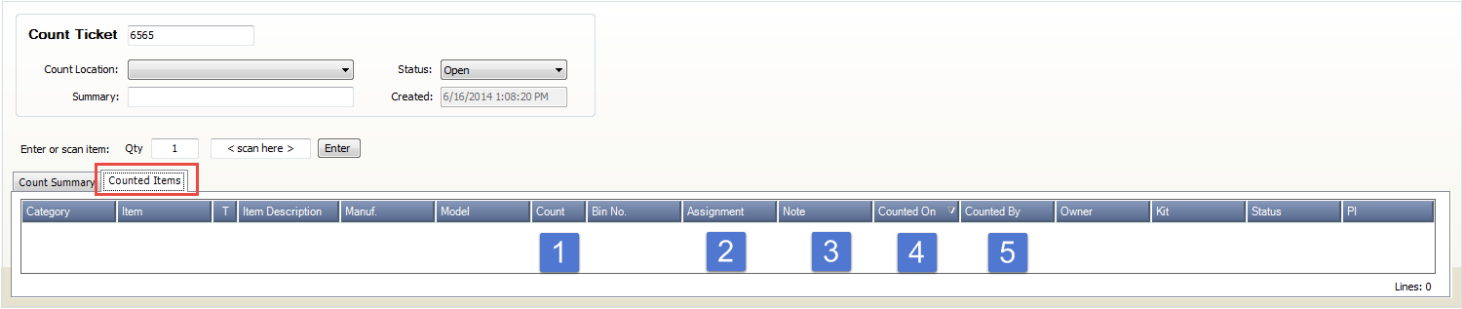
Number	Explanation
1*	name of the **Category** with which the item is associated
2	the **Item Number** of the item being counted
3	symbol representing the:

Number	Explanation
3	**Item Type** **T** = Unique Tool **Q** = Quantity Tool **M** = Material/Consumable
4*	**Description** of the item

Number	Explanation
5*	name of the item's **Manufacturer**
6*	the **Model Number** of the item
7	this is the current value (in stock or assigned) for the item
8	**Total Count** for the item as it is being counted
9	+/- or **Variance** represents the difference between the Expected and Total Count columns; a Variance of zero means the 2 values are equal
10*	displays the **Owner** (where the item originated) of the item
11	If the item is in a Kit, the **Kit Number** will be displayed here
12	displays the current **Status Code** of the item
13	displays a "Y" or "N", depending on whether item has been designated *Personal Issue* status
14*	displays **Bin Number** if provided on Model Record

2. Counted Items Tab

The **Counted Items** tab displays one line for every item where a count quantity is entered. The information displayed is more detailed than the **Count Summary** tab information. If multiple people are counting the same item using Mobile Scanners, you will see one line for each count entered.



Counted Items Tab Explained

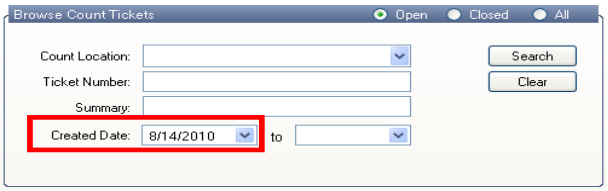
* information comes from Model Record

Number	Explanation
1	displays the individual count values for each count transaction that has been recorded
2*	name of the current assignment for the item being counted If a uniquely tracked item is scanned or entered, this column should match the **Count Location** for the ticket; if it does not match, this indicates the item has moved to this location without a transfer.
3	optional **Note** entered by person submitting count
4	date and time for each individual count value
5	name of the person who submitted count transaction

Viewing a Count Ticket

1. From the **Navigator** panel, select the **Pick Tickets & Transfers** module.

2. Click on the **Count Inventory** button. This opens up the **Count Ticket Browser** window (see image).



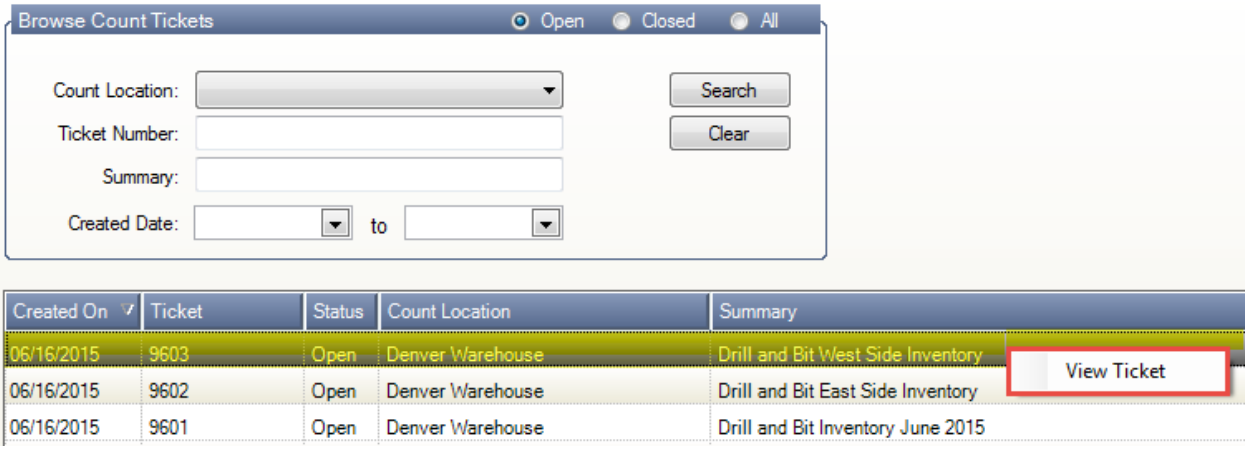
3. Use the **Browse Count Tickets** search fields to find the Count Ticket(s) of interest.

> NOTE: The **Created Date** always defaults to 30 days prior to today. This is because Count Tickets created in the last 30 days are stored locally on your computer, which is where the search begins; Count Tickets that are more than 30 days old are stored remotely in the ToolWatch database (server).

4. In the search results, highlight the Count Ticket to be viewed. To open this ticket:

   a. click on the **View Count Ticket** button

   b. right-click to **View Ticket** option (see image) OR

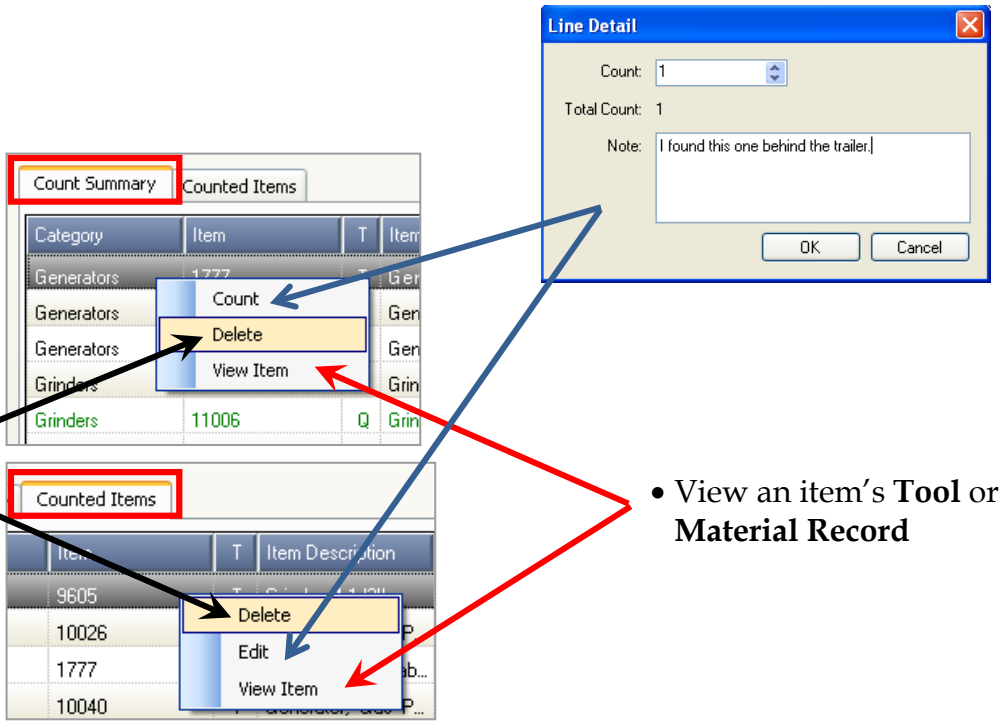


   c. double-click on the line

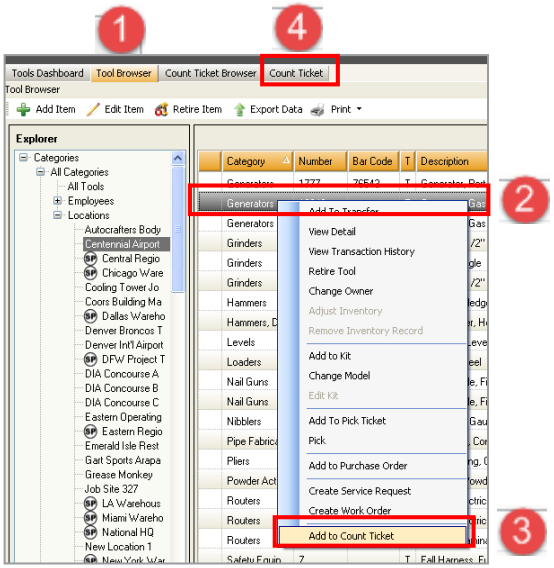
Editing a Count Ticket

Once you have created a **Count Ticket**, you have many editing options available to you. Use the diagrams below to explore these options.

- Change the **quantity** of a counted item
- Add in a **note** regarding the item



- **Delete** items before or after being counted
- View an item's **Tool** or **Material Record**



1 2 **Browser** > highlight items > right-click > **Add to Count Ticket**

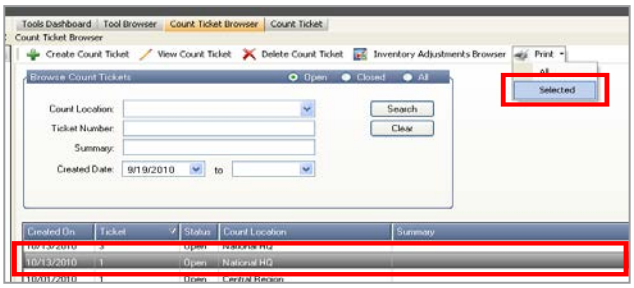
3

- Add items to new **Count Ticket**
- Add items to existing **Count Ticket** (if already open) 4

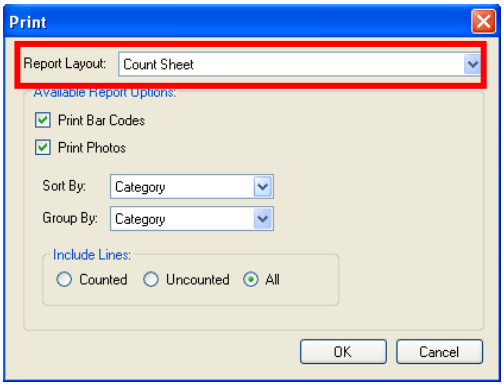
Printing a Count Ticket

Once you've created a Count Ticket containing items for a particular location that you would like to inventory, you can print the ticket. This provides you with a paper checklist that can be filled out by hand as you inventory the location in question.

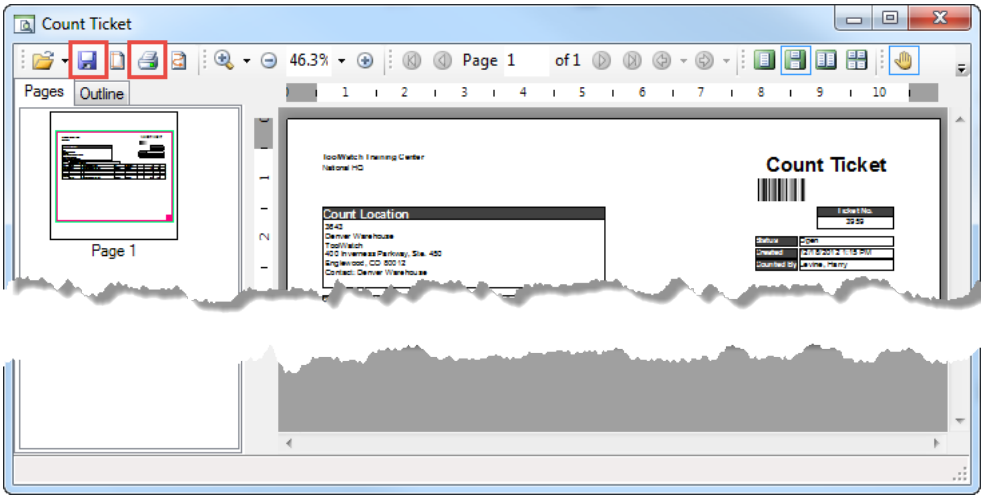
1. Repeat **Steps #1-4** of Viewing a Count Ticket**.**
2. Click on the **Print** button and choose the "Selected" option (see image).



3. The **Print** window appears.
4. Choose your desired **Report Layout** as well as any additional report options. Click **OK**.



5. A preview of your report appears in a new window (see image). Here you can do the following:
   a. print the document by clicking the **Print** icon
   b. save the document in a variety of formats (e.g., pdf, jpeg) by clicking the **Save** icon and selecting an option



Training Activity #17: Create & Print Count Tickets

Scenario: You're a manager in your company, and you need to have a current inventory taken of your Main Warehouse. Since your Main Warehouse is so large, you will split the inventory into two sections; half of the items (tools, materials) will be inventoried by one employee, and the second half by another employee.

As such, you will create 2 Count Tickets, one for the north side of the warehouse and the other for the south side.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Count Inventory > Creating a Count Ticket; also Printing a Count Ticket

** Before you can proceed, you will need to **transfer all tools and materials currently <u>not assigned</u> to the Main Warehouse back to there**. Review Training Activity #13 for additional help.

1. **Create Count Ticket #1**
   a. **Location** = Main Warehouse
   b. **Summary** = "Quarterly Warehouse Check – North Side"
   c. **Items** to be inventoried:
      - all trucks
      - all screwdrivers
      - all paint
   d. **Save and Close** Count Ticket #1

2. **Create Count Ticket #2**
   a. **Location** = Main Warehouse
   b. **Summary** = "Quarterly Warehouse Check – South Side"
   c. **Items** to be inventoried:
      - all drills
      - all extension cords
      - all oil
   d. **Save and Close** Count Ticket #2

3. Create a paper copy of the items your employees are set to inventory.

   a. From the Count Ticket Browser, use the Print Selected feature to view the North Side inventory in the **Count Sheet** Report Layout. View output ONLY - DO NOT PRINT!

   b. From the Count Ticket Browser, use the Print Selected feature to view the South Side inventory in the **Count Ticket** Report Layout. (Note that, as nothing has been counted yet, no items will appear on this printout.) View output ONLY - DO NOT PRINT!

   When done, compare your work to the Answer Key

Using a Count Ticket to Inventory a Location

In addition to providing a list of items that "should" be at a particular location, Count Tickets may be used also to conduct a physical inventory. There are 3 basic steps involved in conducting an inventory with ToolWatch Essentials:

1. Open up a Count Ticket
2. Scan or enter in the item's Barcode or Tool/Item Number
3. Key in the correct quantity of the item being inventoried

A Count Ticket may consist of either:

- a new, empty Count Ticket or
- an existing Count Ticket which contains inventory already that "should" be present at the location

Using a New Count Ticket to Inventory a Location

In this example, we will cover using a *new, empty* Count Ticket to inventory a location.

1. Begin at Step #10 in Creating a Count Ticket.
2. There are 2 ways to count an item using this **Count** Ticket.

   Option #1: In the **Enter or scan item** field (see image):

   a. input the correct quantity of the item in the **Qty** box ("1" is the default value)

   b. in the **< scan here >** field, input the Barcode or Tool/Item Number

   c. click the **Enter** button

Option #2: On the **Count Summary** tab:

a. highlight and right-click on the line item of interest (should be green, uncounted)

b. select "Count" option

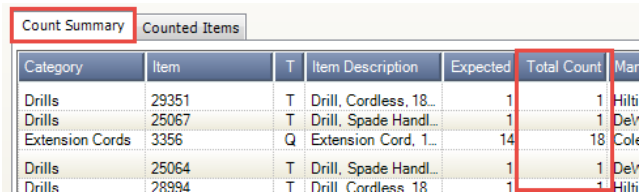
c. in the **Line Detail** window, input the **Count** number (quantity) for any value other than "1"

d. you may enter an optional **Note** regarding the count

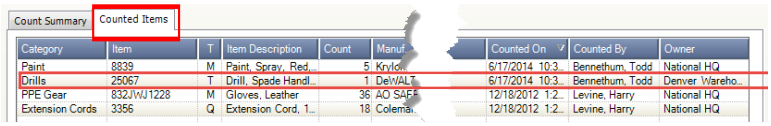
e. click **OK** to close the window

3. The results of your count are immediately reflected in two locations:

a. in the **Count Summary** tab, under the **Total Count** column (see image)



b. in the **Counted Items** tab, each line represents an item that has been counted already (see image)

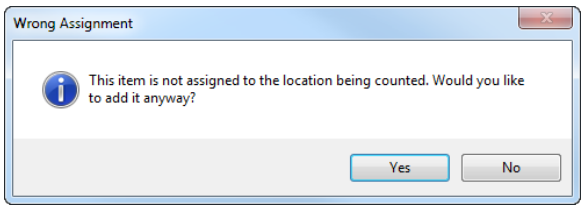


4. Repeat **Step 2** until you have completed counting the list of items in the **Count Survey** tab.

NOTE: If you mistakenly enter a value while counting, click on the **Counted Items** tab, find the item in question, and adjust the number in the **Count** column to reflect the correct value.

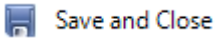
5. For any items that are NOT found on the **Count Summary** tab but are physically at your location, repeat **Step 2-Option 1a**. This will inventory the additional items, adding them to the **Counted Items** tab (should be black, counted).

6. If any items are added whose **Assignment** differs from the **Count Location**, a **Wrong Assignment** window will appear (see image), reminding you of this discrepancy.



7. If you are counting a very large inventory, multiple people can collaborate on the counting effort.

In this event, each team member would open up the same Count Ticket (e.g., Count Ticket #48) and then execute **Steps #2-4**.

8. When finished, click the **Save and Close** button. 

Using an Existing Count Ticket to Inventory a Location

In this example, we will cover using an *existing* Count Ticket to inventory a location.

1. From the **Navigator** panel, select the **Pick Tickets & Transfers** module.
2. Click on the **Count Inventory** button. This opens up the **Count Ticket Browser** window.
3. Use the **Browse Count Tickets** fields to find the Count Ticket of interest.
4. Highlight this Count Ticket and, to open it, either:
   - click on the **View Count Ticket** button
   - right-click and select "View Ticket"
   - double-click on the line
5. In the **Enter or scan item** field:
   a. in the **< scan here >** field, input the Barcode or Tool/Item Number
   b. input the correct quantity of the item in the **Qty** box ("1" is the default value)
   c. click the **Enter** button
6. The results of your count are immediately reflected in the 2 locations mentioned earlier (i.e., in the **Count Summary** tab, under the **Total Count** column, and in the **Counted Items** tab).
7. Repeat **Step 5** until you have completed taking inventory of the entire location.
8. When finished, click the **Save and Close** button.

Training Activity #18: Taking Inventory Using Count Tickets

Scenario: Your two employees will use the Count Tickets that were created earlier in order to inventory your Main Warehouse.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Count Inventory > Using a Count Ticket to Inventory a Location

1. Open the **North Side Count Ticket**:
   a. Count all of your:
      - trucks
      - paint
   b. Count your screwdrivers but show one is missing from inventory
   c. View the **Counted Items** tab to ensure accurate counts
   d. **Save** and **Close** this ticket

2. Open the **South Side Count Ticket**:
   a. Count all of your:
      - drills
      - extension cords
   b. Count your oil but show two are missing from inventory
   c. View the **Counted Items** tab to ensure accurate counts
   d. **Save** and **Close** this ticket

When done, compare your work to the Answer Key.

The Inventory Adjustments Browser

As items are counted and the inventory count values are entered into ToolWatch via the Count Tickets, count data will appear also in the **Inventory Adjustments Browser** window. The Inventory Adjustments Browser displays a summarized list of individual count lines that were recorded on all Count Tickets during the counting process. These new counts represent the most recent – and final – inventory values pending review and approval by a supervisor.

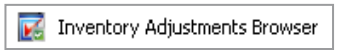
The Inventory Adjustments Browser has two main purposes:

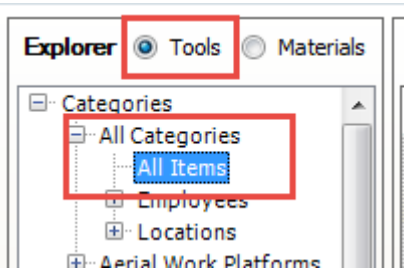
1. To display all items that are to be and have been counted. It will provide a quick overview of the counting projects you are managing. With this information, you will see which items have been counted and which need to be counted.

2. To provide you with a means of reviewing all count information collected from Count Tickets before posting any adjustments to final inventory values. Here, you can view all of the count lines across multiple Count Tickets or you can view just the count lines for a particular category or count location.

Viewing All of Your Tool or Material Count Lines

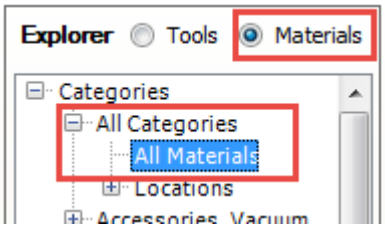
1. From the **Navigator** panel, select the **Pick Tickets & Transfers** module.
2. Click on the **Count Inventory** button to open the **Count Ticket Browser** window.
3. Click on the **Inventory Adjustments Browser** button.





4. In the **Explorer** tree, select the **Tools** radio button (see image).
5. In the **Explorer** tree, expand **All Categories** > highlight **All Items.**
6. This brings up a list of all of your Tool count lines in the Search results, both Counted and Uncounted.
7. On the right-hand side of the **Inventory Adjustments Browser**, select the **All** radio button.

- **Uncounted** refers to items that "should" be present and that are listed in a Count Ticket's **Count Summary** tab (green text)
- **Counted** refers to items that have been inventoried on **Count Ticket** (black text)



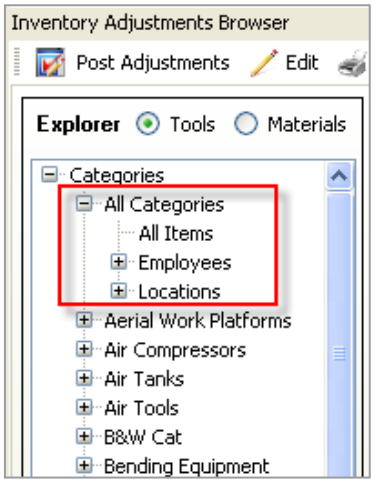
8. To view all of your Material count lines, repeat the above steps save for **Step 4**; there, select the **Materials** button and **All Categories** > highlight **All Materials** (see image).

Viewing Count Lines for Counted vs. Uncounted Items

1. From the **Navigator** panel, select the **Pick Tickets & Transfers** module.
2. Click on the **Count Inventory** button to open the **Count Ticket Browser** window.
3. Click on the **Inventory Adjustments Browser** button.
4. In the **Explorer** tree, select either the **Tools** or **Materials** radio button.
5. In the **Explorer** tree, expand **All Categories** > highlight **All Items** or **All Materials.**
6. On the right-hand side of the **Inventory Adjustments Browser**, select either the **Counted** or **Uncounted** radio button.

Viewing Count Lines by Employee, Location or Category

If you are viewing your Tool or Material count lines, you can choose to narrow your Search results further by Employee, Location or Category. Follow **Steps #1-6** in Viewing All of Your Tool or Material Count Lines.



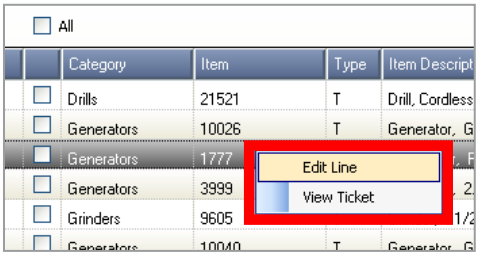
1. To view count lines by Employee, click the (+) next to the word **Employees** (see image).
   a. only tools - not materials - can be searched
   b. click on the employee in question
   c. Search results appear in the window
2. To view count lines by Location, click the (+) next to the word **Locations**
   a. click on the location in question
   b. Search results appear in the window
3. To view count lines by Category, click the (+) next to the **Category** of interest (e.g., Drills)
   a. click on **All Drills**, or select a specific category
   b. Search results appear in the window

Using Inventory Adjustment to View Multiple Count Results

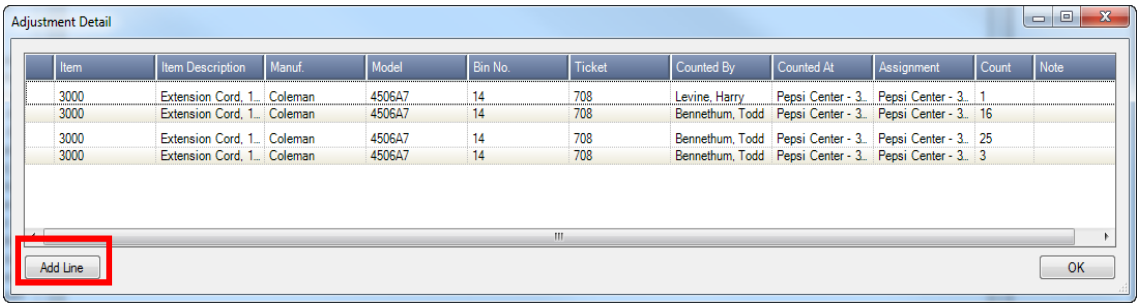
Each time an item is counted and saved in a **Count Ticket**, the line will appear in the **Inventory Adjustments Browser**. If more than one count entry for the same item has been saved on the same count ticket, they will be tallied and displayed as one line in the browser.

To view information on multiple count lines that has been aggregated into one line in the Inventory Adjustments Browser:

1. From the **Navigator** panel, select the **Pick Tickets & Transfers** module.
2. Click on the **Count Inventory** button to open the **Count Ticket Browser** window.
3. Click on the **Inventory Adjustments Browser** button.
4. In the **Explorer** tree, select either the **Tools** or **Materials** radio button.
5. On the right-hand side of the **Inventory Adjustments Browser**, select the **Counted** radio button.
6. Use the **Explorer** window to find the count line in question. Highlight and **right-click** on this count line.



7. Select **Edit Line** (see image) or double-click on the count line. Selecting **View Ticket** will open a window containing the **Count Ticket** where this item is found.
8. The **Adjustment Detail** window appears showing each of the individual counts (if more than one) that make up the singular count line in the **Inventory Adjustments Browser** (see image).
   a. Click the **Add Line** button (see image) to add a new individual count to the existing count line.



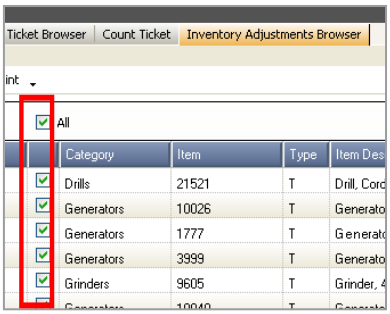
   b. Changes here will not show in the current inventory until results are posted.

Posting Count Results

After you (or a supervisor) have reviewed the count lines in the **Inventory Adjustments Browser**, you can select the lines you would like to process – and post - as inventory adjustments. Once you're processed them, the updated inventory counts are reflected immediately throughout ToolWatch Enterprise.

1. In the **Inventory Adjustments Browser**, view your Counted items for a particular location by following the steps in Viewing Count Lines for Counted vs. Uncounted Items.

> NOTE: As a general rule, only counted data is posted. Certainly this is true for unique tools. However, with quantity tools and materials, posting uncounted inventory is one way to zero-out quantities at Stock Locations.



2. Place a checkmark in the box next to each count line representing an item that you would like to post (see image).
   a. Place a checkmark in the **All** box to select all of the count lines in your window.

3. Click on the **Post Adjustments** button to post all selected items.
   a. Once a counted line is posted, it is removed permanently from the **Inventory Adjustments Browser** until a newer count is undertaken.

Training Activity #19: Post Inventory Adjustments

Scenario: As the supervisor of your two employees, it is your responsibility to review their count results of the Main Warehouse. First, using the Inventory Adjustment Browser, you will review what has, and has not, been counted.

After you have viewed and verified these inventory counts, you will post the adjustments.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ENTERPRISE ESSENTIALS > Count Inventory > The Inventory Adjustment Browser, also Posting Count Results

1. Open the **Inventory Adjustment Browser:**
   a. view all tools being counted at the Main Warehouse
   b. place checkmarks by everything already counted except for the screwdrivers
   c. click the **Print** button to view the **Inventory Project Report**
   d. click the **Post Adjustments** button to post your results

2. Repeat the above:
   a. for all materials being counted at the Main Warehouse
   b. place checkmarks by everything that has been counted
   c. click the **Print** button to view the **Inventory Project Report**
   d. click the **Post Adjustments** button to post your results

When done, compare your work to the Answer Key.

Count Inventory Reports

ToolWatch Enterprise offers three different reporting options for Count Inventory projects (see images on next 3 pages):

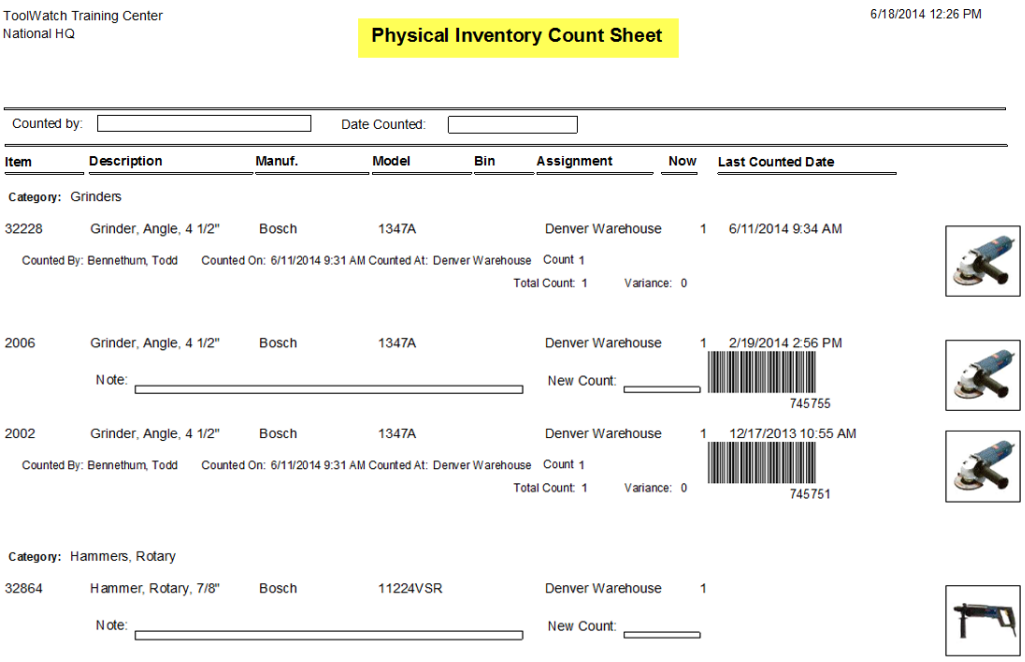
- Physical Inventory Count Sheet
- Count Ticket Report
- Count Inventory Project Report

ToolWatch Enterprise comes with over 100 prepared, archived reports from which you may choose. These particular reports focus on various aspects involved in inventory counting and management.

Physical Inventory Count Sheet

This report (see image) is designed to be used for manual (i.e., pencil and paper) entry of data, say attached to a clipboard and counts entered as an employee walks about a warehouse. Later, this information would be transferred into ToolWatch to update inventory.

It could function also as a checklist or guide for someone using a Mobile Scanner. As it is updated when count data is entered into ToolWatch, newer versions could be printed throughout the progress of a counting project.



ToolWatch Training Center
National HQ

Physical Inventory Count Sheet

6/18/2014 12:26 PM

Counted by: _____ Date Counted: _____

Item	Description	Manuf.	Model	Bin	Assignment	Now	Last Counted Date
Category: Grinders							
32228	Grinder, Angle, 4 1/2"	Bosch	1347A		Denver Warehouse	1	6/11/2014 9:34 AM
Counted By: Bennethum, Todd	Counted On: 6/11/2014 9:31 AM	Counted At: Denver Warehouse	Count 1		Total Count: 1	Variance: 0	
2006	Grinder, Angle, 4 1/2"	Bosch	1347A		Denver Warehouse	1	2/19/2014 2:56 PM
Note: _____					New Count: _____		745755
2002	Grinder, Angle, 4 1/2"	Bosch	1347A		Denver Warehouse	1	12/17/2013 10:55 AM
Counted By: Bennethum, Todd	Counted On: 6/11/2014 9:31 AM	Counted At: Denver Warehouse	Count 1		Total Count: 1	Variance: 0	745751
Category: Hammers, Rotary							
32864	Hammer, Rotary, 7/8"	Bosch	11224VSR		Denver Warehouse	1	
Note: _____					New Count: _____		

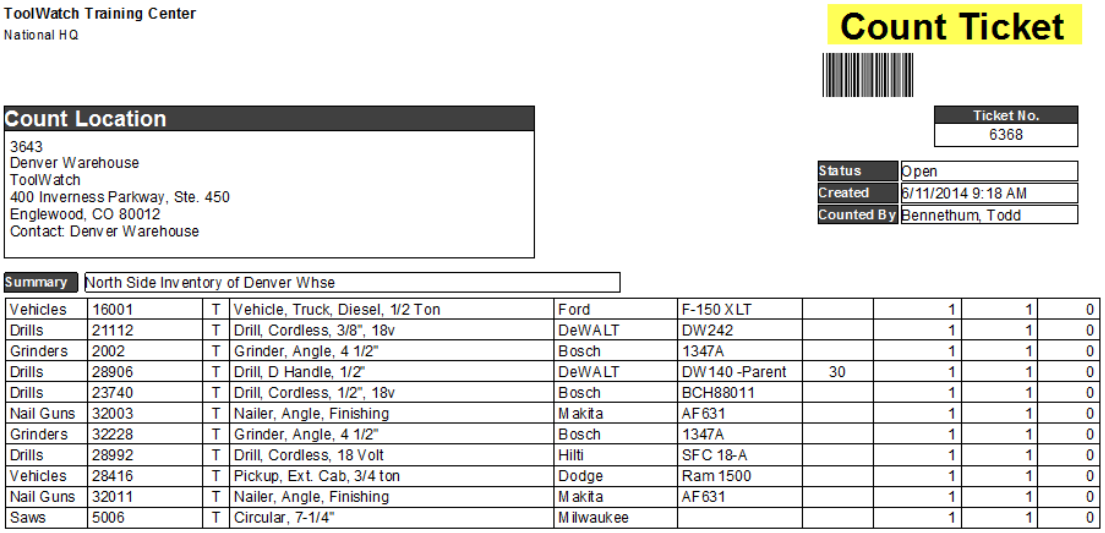
This report can be printed from two locations:

1. Through the **Count Ticket Browser**
   a. **Navigator > Pick Tickets & Transfers** module
   b. **Count Inventory** button **> Count Ticket Browser** window
   c. Use the **Browse Count Tickets** fields to find the Count Ticket to print > highlight Count Ticket
   d. **Print** button **> Selected** option
   e. **Print** window **> Report Layout > Count Sheet**
   f. Choose any additional report options **> OK**
   g. A preview of your report appears in a new window. Here you can either:
      - print the document by clicking the **Print** icon
      - save the document in pdf, jpeg or other formats by clicking the **Save** icon

2. Through the **Tool Browser**
   a. **Navigator > Tools & Equipment** module
   b. **Tools** button **> Explorer >** search for items of interest (Category, Employee or Location)
   c. **Print** button **> Print All** option
   d. **Report Options** window **> Count Sheet**
   e. Choose any additional report options **> View Report**
   f. **Physical Inventory Count Sheet** window
   g. **Print** or **Save** as before

Count Ticket Report

Essentially, this report is a printed copy of the **Count Ticket**. When printed, it reflects the current status of the ticket (i.e., it is populated only by counted items).



ToolWatch Training Center
National HQ

Count Ticket

Count Location
3643
Denver Warehouse
ToolWatch
400 Inverness Parkway, Ste. 450
Englewood, CO 80012
Contact: Denver Warehouse

Ticket No.
6368

Status	Open
Created	6/11/2014 9:18 AM
Counted By	Bennethum, Todd

Summary: North Side Inventory of Denver Whse

Vehicles	16001	T	Vehicle, Truck, Diesel, 1/2 Ton	Ford	F-150 XLT		1	1	0
Drills	21112	T	Drill, Cordless, 3/8", 18v	DeWALT	DW242		1	1	0
Grinders	2002	T	Grinder, Angle, 4 1/2"	Bosch	1347A		1	1	0
Drills	28906	T	Drill, D Handle, 1/2"	DeWALT	DW140 -Parent	30	1	1	0
Drills	23740	T	Drill, Cordless, 1/2", 18v	Bosch	BCH88011		1	1	0
Nail Guns	32003	T	Nailer, Angle, Finishing	Makita	AF631		1	1	0
Grinders	32228	T	Grinder, Angle, 4 1/2"	Bosch	1347A		1	1	0
Drills	28992	T	Drill, Cordless, 18 Volt	Hilti	SFC 18-A		1	1	0
Vehicles	28416	T	Pickup, Ext. Cab, 3/4 ton	Dodge	Ram 1500		1	1	0
Nail Guns	32011	T	Nailer, Angle, Finishing	Makita	AF631		1	1	0
Saws	5006	T	Circular, 7-1/4"	Milwaukee			1	1	0

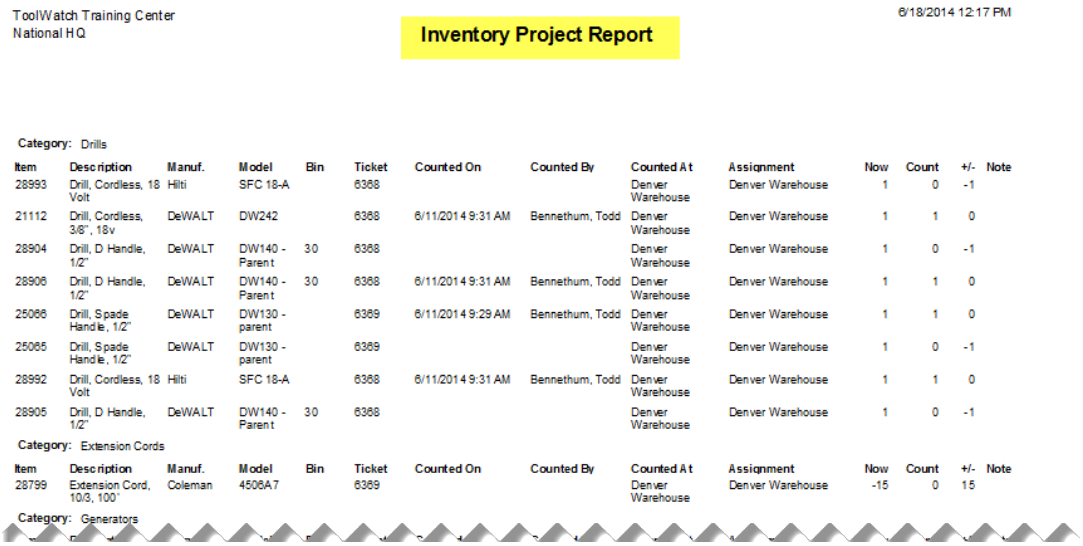
This report can be printed only one way:

1. Through the **Count Ticket Browser**
   a. **Navigator > Pick Tickets & Transfers** module
   b. **Count Inventory** button > **Count Ticket Browser** window
   c. Use the **Browse Count Tickets** fields to find the Count Ticket to print > highlight Count Ticket
   d. **Print** button > **Selected** option
   e. **Print** window > **Report Layout** > **Count Ticket**
   f. Click **OK**
   g. A preview of your report appears in a new window. Here you can either:
      - print the document by clicking the **Print** icon
      - save the document in pdf, jpeg or other formats by clicking the **Save** icon

Count Inventory Project Report

This report is designed to be used within inventory counting projects.

Inventory data is presented, both counted and uncounted, in summary form – much more usable than the **Count Ticket Report**. As the project progresses, you can see easily which items have been counted and which remain.



ToolWatch Training Center
National HQ

Inventory Project Report

6/18/2014 12:17 PM

Category: Drills

Item	Description	Manuf.	Model	Bin	Ticket	Counted On	Counted By	Counted At	Assignment	Now	Count	+/-	Note
28993	Drill, Cordless, 18 Volt	Hilti	SFC 18-A		6368			Denver Warehouse	Denver Warehouse	1	0	-1	
21112	Drill, Cordless, 3/8", 18v	DeWALT	DW242		6368	6/11/2014 9:31 AM	Bennethum, Todd	Denver Warehouse	Denver Warehouse	1	1	0	
28904	Drill, D Handle, 1/2"	DeWALT	DW140 - Parent	30	6368			Denver Warehouse	Denver Warehouse	1	0	-1	
28906	Drill, D Handle, 1/2"	DeWALT	DW140 - Parent	30	6368	6/11/2014 9:31 AM	Bennethum, Todd	Denver Warehouse	Denver Warehouse	1	1	0	
25066	Drill, Spade Handle, 1/2"	DeWALT	DW130 - parent		6369	6/11/2014 9:29 AM	Bennethum, Todd	Denver Warehouse	Denver Warehouse	1	1	0	
25065	Drill, Spade Handle, 1/2"	DeWALT	DW130 - parent		6369			Denver Warehouse	Denver Warehouse	1	0	-1	
28992	Drill, Cordless, 18 Volt	Hilti	SFC 18-A		6368	6/11/2014 9:31 AM	Bennethum, Todd	Denver Warehouse	Denver Warehouse	1	1	0	
28905	Drill, D Handle, 1/2"	DeWALT	DW140 - Parent	30	6368			Denver Warehouse	Denver Warehouse	1	0	-1	

Category: Extension Cords

Item	Description	Manuf.	Model	Bin	Ticket	Counted On	Counted By	Counted At	Assignment	Now	Count	+/-	Note
28799	Extension Cord, 10/3, 100'	Coleman	4506A7		6369			Denver Warehouse	Denver Warehouse	-15	0	15	

Category: Generators

This report can be printed only one way:

1. Through the **Count Ticket Browser**
   a. **Navigator > Pick Tickets & Transfers** module
   b. **Count Inventory** button > **Count Ticket Browser** window
   c. Click the **Inventory Adjustment Browser** button > **Explorer** tree
   d. **Tools** (or **Materials**) button > select one
   e. **Counted - Uncounted - All** buttons > select **All**
   f. **Explorer** tree > select a **Location**
   g. **Print** button > **Inventory Project Report** window

NOTE:

You can only print this report BEFORE you post your data: Once any Count Inventory data are posted, they will appear no longer on this report.

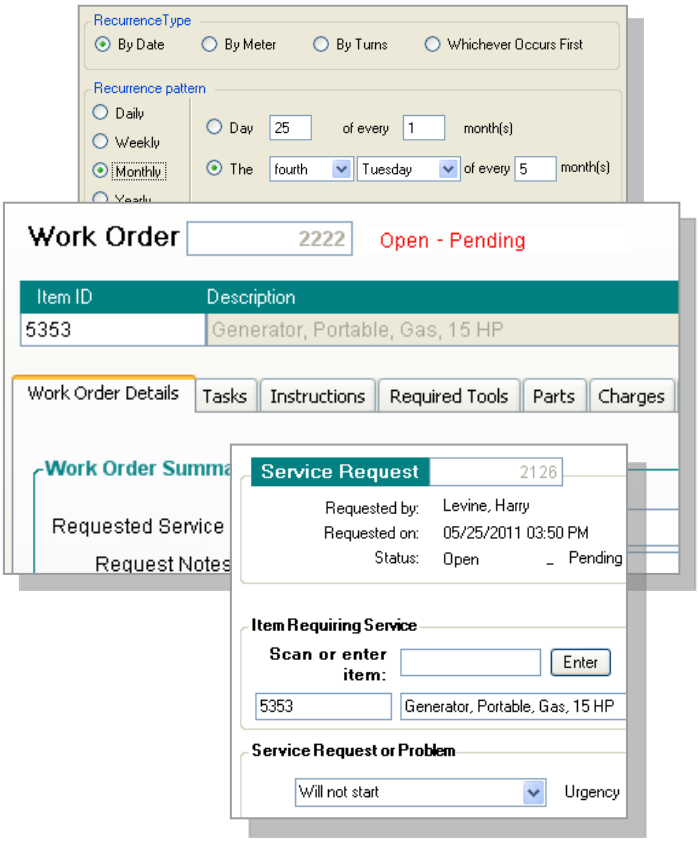
   h. A preview of your report appears in a new window. Here you can either:
      - print the document by clicking the **Print** icon
      - save the document in pdf, jpeg or other formats by clicking the **Save** icon

Service & Calibration

In this section you will learn how to create and execute features typical of many Service Departments such as Service Plans, Service Requests, Inspection events and Work Orders. Related tasks include those emphasizing fleet-related functions will be introduced such as updating and importing meter information and generating Meter Exception Reports.

Upon successful completion of this Section, the learner will be able to:

- create a customizable recurring **Service Plan** for Tool Model Records to include the following features:
  a. adding **Recurrence**
  b. creating **Service (**also **Inspection, Calibration) Tasks**
  c. linking **Tools & Parts**
  d. adding & editing **Charges**
- add to a Tool Record:
  a. an existing Service Plan
  b. a unique Service Plan
- use the **Service Schedule** to view and search for upcoming **Service Events**
- produce a Service Schedule **Report** (including printable or exportable formats)
- set intervals for the collection of **Meter/Mileage** readings from your inventory
- use a spreadsheet to import Meter readings into Tool Records
- manage tool inventory using **View Meter History** and the **Meter Exception Report**
- create a **Service Request** and convert it into a **Work Order**
- perform the following functions with regards to Work Orders:
  a. create an empty Work Order
  b. create a Work Order from a Tool Record
  c. search for Work Orders using the **Work Orders Browser**
  d. complete an Open Work Order by performing Tasks



Introduction

Enterprise simulates the job functions of many Service Departments by including common features such as Service Plans and Work Orders. Clients can integrate inventory (tool) records with recurring or on-demand service events, creating schedules and reports for Service Managers to help them manage their workloads.

Labor and material costs can be monitored along with time needed to complete service tasks. Calibration events – to spec – can be scheduled, performed and reported, especially significant for compliance tracking.

Service Plans

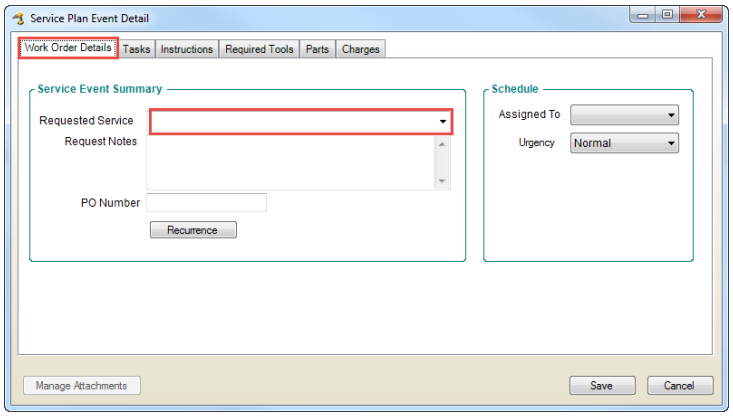
A **Service Plan** is a proactive, preventative maintenance plan created for the purpose of keeping your tools in proper working order. Typically this plan is represented by a recurring event or events over the course of the tool's life. Common examples would be an oil change, the calibration of a balance or a tire inspection.

Creating a Service Plan for a Tool Model Record

As we did earlier for creating Tool and Material Records, we will create the Service Plan first for the Model Record and then create it again for the actual Tool Record.

1. From the **Navigator** panel, click on the **Tools & Equipment** module.
2. Select the **Tool Models** button – A new **Tool Model Records** browser appears.
3. Using the **Explorer** tree, find the Tool Model Record of interest - Double-click on it to open the **Tool Model Record**.
4. Click first on the **Service** tab then on the **Service Plan** tab.

5. Click the **Add** button found in the lower left corner: The **Service Plan Event Detail** window opens (see image).



6. Click on the **Work Order Details** tab; in the **Requested Service** field:

- use the drop-down box to select from a list (if any) of existing titles

OR

- type in a title summarizing the requested service

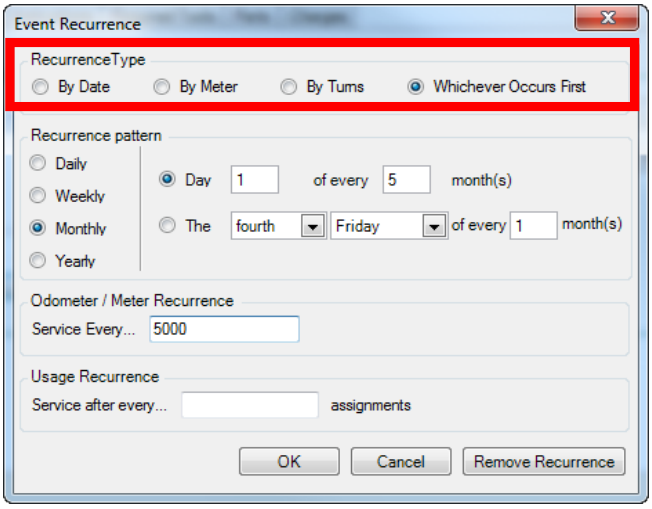
7. Click **Save** to close the window.

These steps are required in order to create a basic Service Plan at the Model Record level. There are many ways to customize this Service Plan - and later for individual items at the Tool Record level. Next we will discuss some of the most significant optional tabs and fields within the **Service Plan Event Detail** window and how to use them to refine further your custom Service Plan.

Creating a Recurring Service Plan

Initially, we begin by establishing the **Recurrence** settings to create a **Recurring Service Plan.**

1. Follow **Steps #1-6** in Creating a Service Plan for a Tool Model Record.
2. Click on the **Recurrence** button to open the Event Recurrence window (see image).

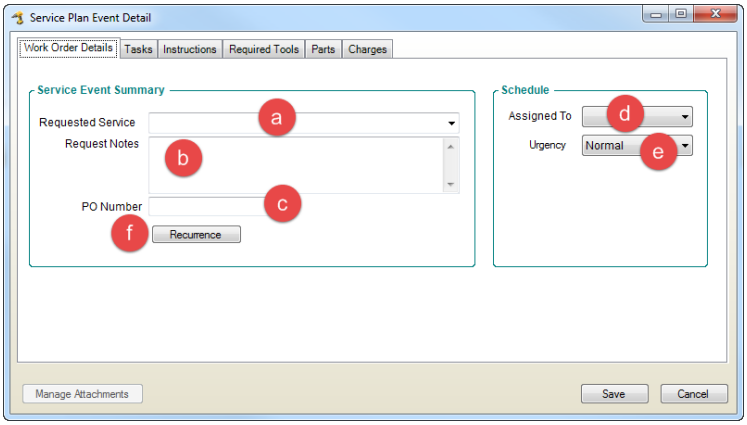


3. Select a **Recurrence Type:**
   - If you choose **By Date**, you will need to set a **Recurrence pattern** based on the criteria given
   - If you choose **By Meter**, you will need to set an **Odometer/Meter Recurrence**
   - If you choose **By Turns**, you will need to set a **Usage Recurrence.** One **Turn** (here, "assignment") is defined as a tool being transferred from a Stock Location to an Employee or Job Location and then returning to the originating Stock Location.
   - If you choose **Whichever Occurs First**, you will fill in at least 2 of the 3 recurrence choices stated above
4. Click **OK** to close the window.
5. Click **Save** to save these changes to your Service Plan.

Service Plan Event Detail Window

1. **Work Order Details Tab**

   The **Work Order Details Tab** allows you to (see image):



a. create a title which summarizes the **Requested Service** (required field)

b. record and communicate any **Request Notes** regarding the requested service

c. record and communicate a **PO** (Purchase Order) **Number**

d. assign the requested service to be performed by a particular employee (**Assigned To**)

e. assign an **Urgency** level to the requested service of **Low, Normal** or **High**

f. establish a customized **Recurrence** for the requested service (required field)

2. **Tasks Tab**

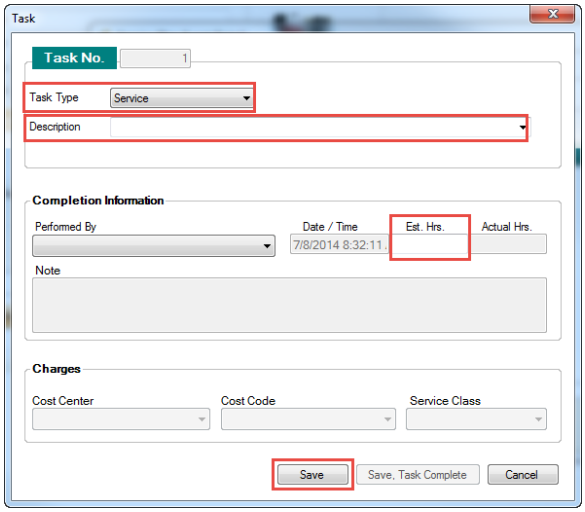
Creating Tasks in a Service Plan

You can add specific tasks to your overall Service Plan. There are 3 different types of tasks that can be added:

- Service
- Inspection
- Calibration

a. Creating a Service Task

A **Service Task** enables a user to designate a specific service to be performed on the tool.



1. Follow **Steps #1-6** in Creating a Service Plan for a Tool Model Record.
2. Click on the **Tasks** tab to open a **Required** tab.
3. Click on the **Add Task…** button to open the **Task** window (see image).
4. From the **Task Type** drop-down menu, select **Service.**
5. In the **Description** field either:

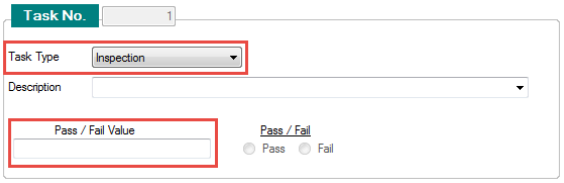
- use the drop-down menu to select from a list of existing descriptions OR
- type in a description summarizing the service

6. Optional: Enter the estimated number of hours that will be required to complete the service task in the **Est. Hrs.** field.
7. Click **Save** to close the **Task** window.
8. If done with the **Service Plan Event Detail** window, click **Save** to close it.

b. Creating an Inspection Task

Inspection Tasks instruct a person to inspect some feature of the tool within a specified acceptable range of values.

1. Follow **Steps #1-6** in Creating a Service Plan for a Tool Model Record.
2. Click on the **Tasks** tab to open a **Required** tab.
3. Click on the **Add Task…** button to open the **Task** window.
4. From the **Task Type** drop-down menu, select **Inspection** (see image).



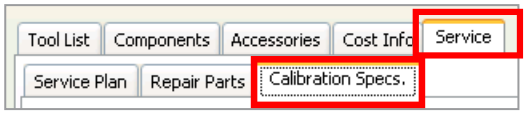
5. In the **Description** field either:
   - use the drop-down menu to select from a list of existing descriptions OR
   - type in a description summarizing the service
6. In the **Pass/**Fail value field, enter a value that determines whether a tool passes inspection. This could be a number (35 psi), a metric (no leak visible) or something as simple as "Visual Inspection OK".
7. Optional: Enter the estimated number of hours that will be required to complete the service task in the **Est. Hrs.** field..
8. Click **Save** to close the **Task** window.
9. If done with the **Service Plan Event Detail** window, click **Save** to close it.

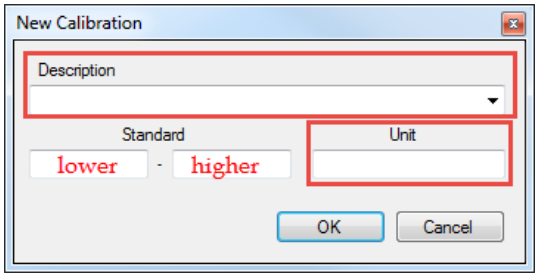
c. Creating a Calibration Task

The **Calibration Task** allows a Tool Manger (etc.) to set the necessary requirements for calibrating a tool to specific tolerances.

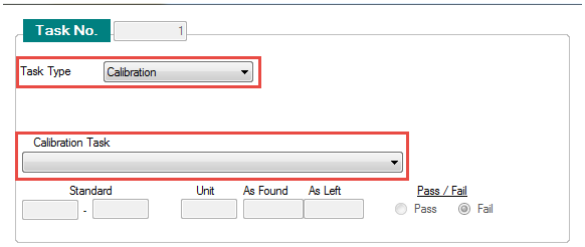
NOTE: Prior to setting up a Calibration Task, the **Calibration Specifications** need to be established on the tool's Model Record.

1. From the **Navigator** panel, click the **Tools & Equipment** module.
2. Select the **Tool Models** button – A new **Tool Model Records** browser appears.
3. Using the **Explorer** tree, find the Tool Model Record of interest - Double-click on it to open the **Tool Model Record**.
4. Click first on the **Service** tab then on the **Calibration Specs** tab (see image).



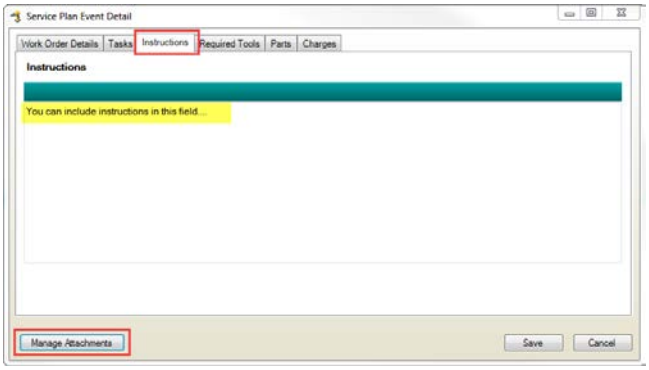


5. Click the **Add** button found on the lower left corner. The **New Calibration** window appears (see image).
6. Fill in these 3 fields:
   - **Description** of the calibration
   - the calibration **Standard** range for the tool – Enter the lower limit value (use only numbers, no units) in the left field, the upper limit value in the right field. If you are calibrating to a single value, use the same number for both fields.
   - the **Unit** of measure
7. Click **OK** to close the window.
8. Follow **Steps #1-6** in Creating a Service Plan for a Tool Model Record.
9. Click on the **Tasks** tab of the **Service Plan Event Detail** window.
10. Click on the **Add Task…** button to open the **Task** window.
11. From the **Task Type** drop-down menu, select **Calibration** (see image)**.**
12. In the **Calibration Task** drop-down, select a Calibration Task; if your desired Calibration Task is not available, repeat **Steps #1- 7** again, making sure that your changes are saved.



13. Optional: Enter the estimated number of hours that will be required to complete the calibration task in the **Est. Hrs.** field.
14. Click **Save** to close the **Task** window.
15. If done with the **Service Plan Event Detail** window, click **Save** to close it.

3. **Instructions Tab**



As illustrated many times over, Enterprise provides opportunities to include non-standardized information (i.e., notes) throughout the program.

Here (see image) the user can include instructions relative to the Service Plan, any tasks involved, parts or tools needed, etc. As well, attachments such as a parts list or calibration spec sheet can be associated with this Service Plan by use of the Manage Attachments button.

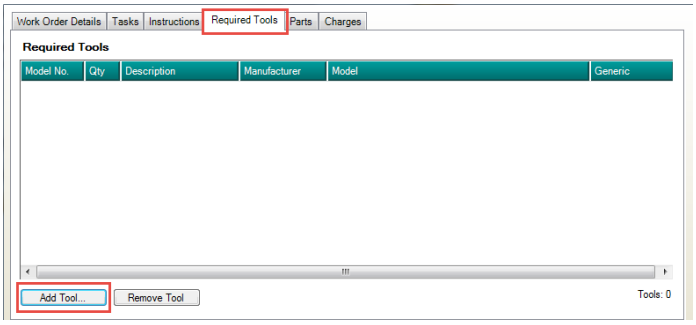
4. **Required Tools Tab**

Adding Required Tools to a Service Plan

If you require any unique tools from your inventory to perform tasks for a particular Service Plan, you can specify them when creating your plan. For example, if you need to set the timing on a Chevy engine, likely you would need a specific Chevy engine timing tool.

You must have the **Required Tool** entered into ToolWatch Enterprise before moving on.

1. Follow **Steps #1-6** in Creating a Service Plan for a Tool Model Record.
2. Click on the **Required Tools** tab (see image).
3. Click on the **Add Tool…**button. The **Tool Model Records** browser appears.
4. Using the **Explorer** tree, find any tool(s) you wish to add - Highlight it/them and click **OK** to add them.



5. If done with the **Service Plan Event Detail** window, click **Save** to close it.

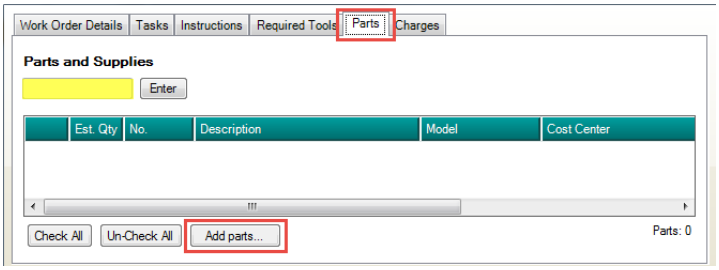
5. **Parts Tab**

a. Adding Repair Parts to a Service Plan

If there are certain existing resources (namely materials and consumables) that you know will be needed for a particular Service Plan, you can add them to the plan itself. In doing so, when the service is performed, these items automatically will be:

- brought to the attention of the Service Manager as **Required Parts**
- deducted from your company's inventory
- charged out under the **Charges** tab on a **Work Order** and in **Service History**

1. Follow **Steps #1-6** in Creating a Service Plan for a Tool Model Record.
2. Click on the **Parts** tab (see image).

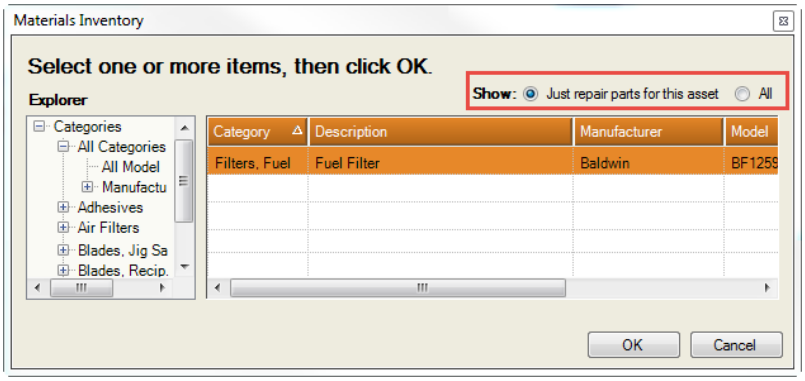


3. Enter a part by either (a) scanning or typing in an Item Number (yellow field) or (b) clicking on the **Add parts…** button.

   For the latter, use the **Explorer** tree of the **Materials Inventory** window to find any tool(s) you wish to add - Highlight it/them and click **OK.** Adjust quantities using **Est. Qty** field.

   NOTE:

   By default, any **Repair Parts** that you have added to the **Repair Parts** tab of the Tool Model Record will appear in the **Materials Inventory** if the "Just repair parts for this asset" radio button is checked (see image).



   If you would like to add repair parts that are not on this list, click the "All" radio button.

4. If done with the **Service Plan Event Detail** window, click **Save** to close it.

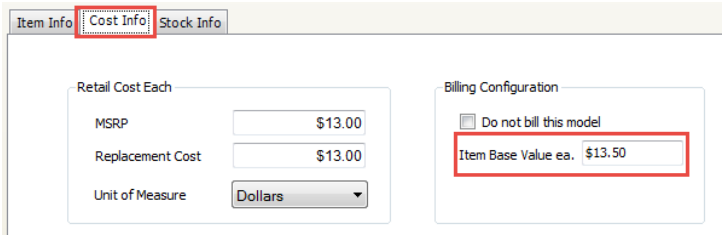
b. Adding Repair Parts to a Model Record

In addition to populating the Service Plan with parts, you can do likewise and add them to the Tool Model Record directly. Doing so makes them available immediately when populating Repair Parts to the Service Plan.

1. From the **Navigator** panel, click the **Tools & Equipment** module.
2. Select the **Tool Models** button – A new **Tool Model Records** browser appears.
3. Using the **Explorer** tree, find the Tool Model Record of interest - double-click on it to open the **Tool Model Record**.
4. Click on the **Service** tab then on the **Repair Parts** tab (see image).

5. Click on the **Add** button. The **Material Model Records** Search window appears.
6. Using the **Explorer** tree, find any Repair Parts you wish to add - Highlight it/them and click **Add Item** to close the window**.** Your parts have been added to the model.

NOTE: If you want prices for your Repair Parts to migrate over to your Service Plan, be sure that there is a value in the **Item Base Value ea.** field; this is found under the **Cost Info** tab of the **Material Model Record** used to source the Repair Part (see image).

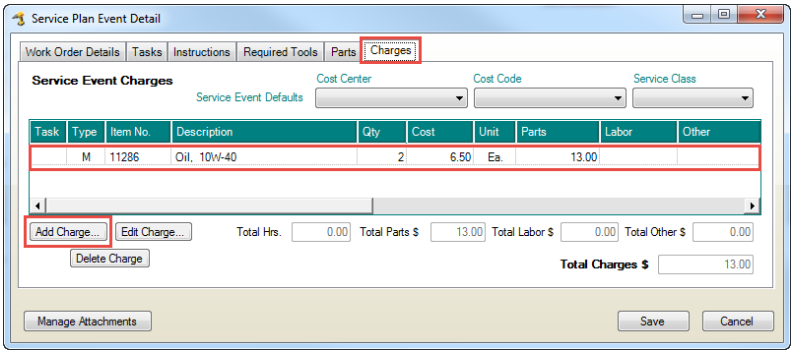


7. Click **Save** to save your changes to the **Tool Model Record**.

6. **Charges Tab**

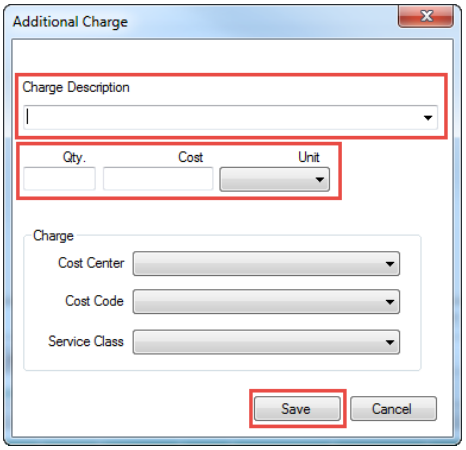
Adding a Charge to a Service Plan

1. Follow **Steps #1-6** in Creating a Service Plan for a Tool Model Record.
2. Click on the **Charges** tab (see image).



NOTE: If any Repair Parts have been added to the Model Record, they will appear here.

3. Click the **Add Charge…**button. The **Additional Charge** window appears (see image).
4. Enter a **Charge Description** for the charge.
5. Enter the **Qty** (quantity), **Cost** (no units) and **Unit** of measurement (populated in drop-down menu) for the charge.
6. Click **Save** to close the **Additional Charge** window and to populate the Charges tab.
7. If done with the **Service Plan Event Detail** window, click **Save** to close it.



Training Activity #20: Create a Recurring Service Plan

Scenario: You have a fleet of new Ford trucks and wish to put them on individualized service plans. As they will share many of the same service events, you decide to start with a model-level Service Plan.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- SERVICE & CALIBRATION > Service Plans

Create a recurring Service Plan for the maintenance of your trucks; call it "Ford Truck Maintenance Schedule". Include the following details in this Service Plan:

1. The notification appears every 3000 miles, or 3 months, whichever occurs first.
2. One task for **changing the oil** which you think should take about an hour to do.
3. Another task to check out the **tread on the tires**. Ensure that there is a tread depth of at least 1.7 mm.
4. And one final task to calibrate the engine timing: This should be at exactly 10 degrees. You believe this task will take about 90 min to complete.
5. This service will require 2 containers of oil. Add this amount to both the Repair Parts for this Model Record as well as a required material for this service task.

When done, compare your work to the Answer Key.

Adding a Service Plan to a Tool Record

Service Plans associated with a specific tool record can be either:

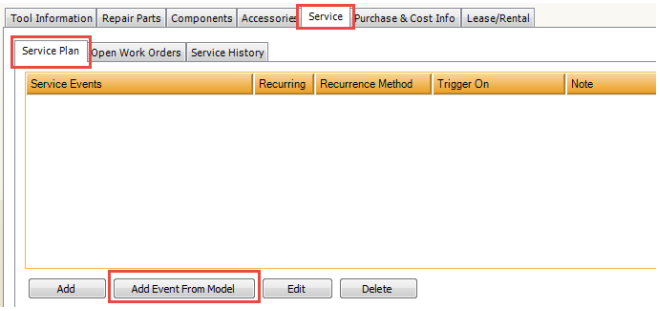
- an existing Service Plan that has been created previously at the Tool Model Record level OR
- a unique Service Plan, new to this particular tool record

Adding an Existing Service Plan

Once you have created a Service Plan at the tool model level, you will be able to add that Service Plan to any of the model's associated, individual tool records – but only to tools belonging to this model. (Keep in mind that this only applies to unique and not quantity tools.)

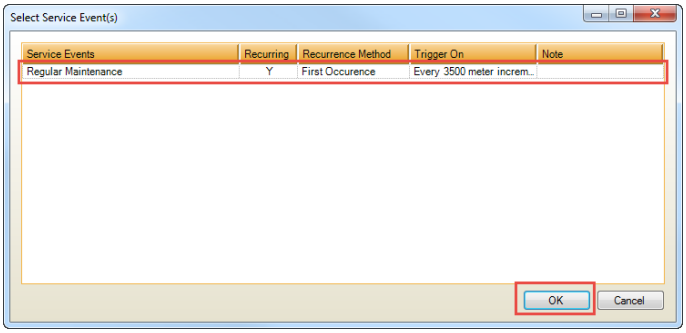
To add this plan, you will open a tool record of interest and opt-in to the Service Plan from that tool's model record.

1. Set up a Service Plan at the Tool Model Record level (see Creating a Service Plan for a Tool Model Record).
2. From the **Navigator** panel, click the **Tools & Equipment** module.
3. Select the **Tools** button – A new **Tool Browser** window opens.
4. Using the **Explorer** tree, or the **Search** function, find the tool record of interest - Double-click on it to open this record.
5. Click on the **Service** tab then on the **Service Plan** tab.
6. Click the **Add Event From Model** button to open the **Select Service Event(s)** window (see image).

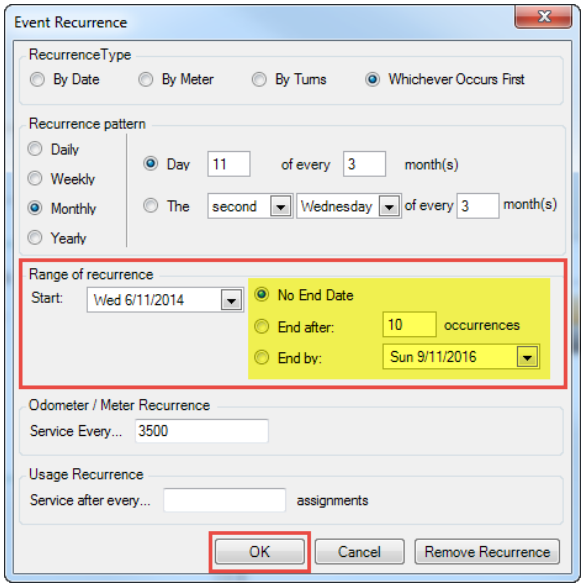


7. In the **Select Service Event(s)** window, highlight the desired Service Plan (see image) and click **OK** to close the window.

   The Service Plan should now appear in the tool record.



8. In the **Service Plan** tab, either double-click on the **Service Event** in question or highlight it and click the **Edit** button in order to open and edit it. This will bring up the **Service Plan Event Detail** window from earlier.
9. Click the **Recurrence** button to open the **Event Recurrence** window (see image). Note that the **Range of recurrence** section appears now.
10. From this Range of recurrence:
    i. In the **Start** field, set the Start date in keeping with your **Recurrence pattern;** the **Start** date should be set to when you want to receive your first notification for this **Service Event**.
    ii. Choose and complete your **End Date,** or when notifications are set to finish.
    iii. Click **OK** to close the **Event Recurrence** window.



11. Click **Save** to close the **Service Plan Event Detail** window.
12. Click the Tool Record **Save** button in order to save all changes to your Service Plan. Note that these changes apply uniquely to the tool record and not to the overall model record.

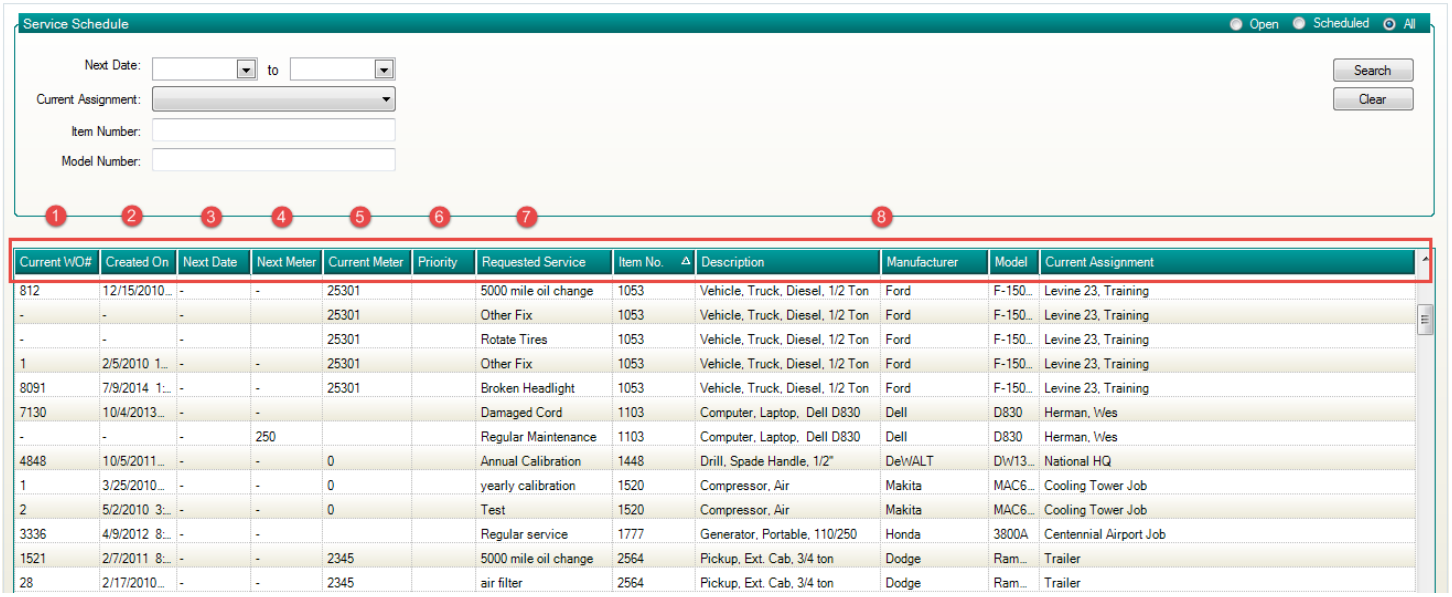
Adding a Unique Service Plan

1. From the **Navigator** panel, click the **Tools & Equipment** module.
2. Select the **Tools** button – A new **Tool Browser** window opens.
3. Using the **Explorer** tree or the **Search** function, find the tool record of interest - Double-click on it to open this tool record.
4. Click on the **Service** tab then on the **Service Plan** tab.
5. Click the **Add** button to open the **Select Service Event(s)** window.
6. Set up a Service Plan unique to this tool record (see Creating a Service Plan for a Tool Model Record).
7. Click the **Save** button in order to save the Service Plan you just created to this tool record.

Service Schedule

The **Service Schedule** allows a Service Manager (and others) to view, plan for and report on any future service work. The Service Schedule contains service events that are triggered by one of three criteria, all from the **Recurrence** field of a Service Plan:

- an upcoming **date** that was entered into **Range of recurrence**
- upcoming **meter** information
- an upcoming **turn**

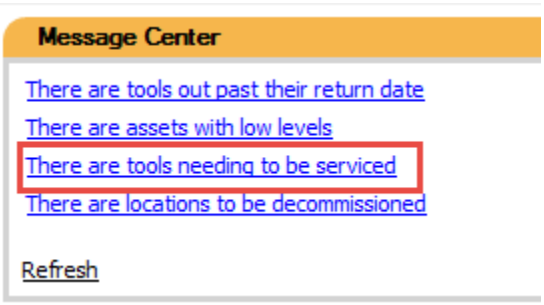

Service Schedule
Open
Scheduled
All
Next Date:
to
Current Assignment:
Item Number:
Model Number:
Search
Clear
1
2
3
4
5
6
7
8
Current WO#
Created On
Next Date
Next Meter
Current Meter
Priority
Requested Service
Item No.
Description
Manufacturer
Model
Current Assignment
812 12/15/2010... - 25301 5000 mile oil change 1053 Vehicle, Truck, Diesel, 1/2 Ton Ford F-150... Levine 23, Training
- - - 25301 Other Fix 1053 Vehicle, Truck, Diesel, 1/2 Ton Ford F-150... Levine 23, Training
- - - 25301 Rotate Tires 1053 Vehicle, Truck, Diesel, 1/2 Ton Ford F-150... Levine 23, Training
1 2/5/2010 1... - - 25301 Other Fix 1053 Vehicle, Truck, Diesel, 1/2 Ton Ford F-150... Levine 23, Training
8091 7/9/2014 1:... - - 25301 Broken Headlight 1053 Vehicle, Truck, Diesel, 1/2 Ton Ford F-150... Levine 23, Training
7130 10/4/2013... - - Damaged Cord 1103 Computer, Laptop, Dell D830 Dell D830 Herman, Wes
- - - 250 Regular Maintenance 1103 Computer, Laptop, Dell D830 Dell D830 Herman, Wes
4848 10/5/2011... - - 0 Annual Calibration 1448 Drill, Spade Handle, 1/2" DeWALT DW13... National HQ
1 3/25/2010... - - 0 yearly calibration 1520 Compressor, Air Makita MAC6... Cooling Tower Job
2 5/2/2010 3:... - - 0 Test 1520 Compressor, Air Makita MAC6... Cooling Tower Job
3336 4/9/2012 8:... - - Regular service 1777 Generator, Portable, 110/250 Honda 3800A Centennial Airport Job
1521 2/7/2011 8:... - - 2345 5000 mile oil change 2564 Pickup, Ext. Cab, 3/4 ton Dodge Ram... Trailer
28 2/17/2010... - - 2345 air filter 2564 Pickup, Ext. Cab, 3/4 ton Dodge Ram... Trailer

The Service Schedule provides you with the following information regarding any upcoming service events (see image):

1. current **Work Order Number** (if assigned)
2. date created
3. next assigned service date
4. next meter reading (requires a service event)
5. current meter reading
6. priority (if assigned)
7. a summary of the requested service
8. general information on the tool in question (**Item** [Tool] **Number**, **Description**, **Manufacturer**, **Model** and current **Assignment**)

Tools for which Service Plans are created, and especially which involve assigned tasks, will generate entries on the **Service Schedule**. Each Service Plan may generate one service entry, dependent only on the plan and the next upcoming date, not the number of tasks created under that Service Plan.

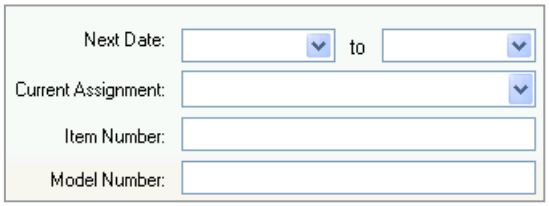
Tools with multiple Service Plans may have multiple entries in the Service Schedule. Such entries are removed either (1) when a user completes the tasks that are considered "due" based on their **Recurrence** or (2) if the scheduled tool is deleted or retired. If they are not removed, a message in the **Message Center** is triggered, displaying "There are tools needing to be serviced" (see image).


Message Center
There are tools out past their return date
There are assets with low levels
There are tools needing to be serviced
There are locations to be decommissioned
Refresh

Browsing the Service Schedule

1. From the **Navigator** panel, click the **Service & Calibration** module.

2. Click the **Browse Service Schedule** button to open the **Service Schedule** browser window.
3. Enter any specific information in the Search fields in order to refine your search (see image).

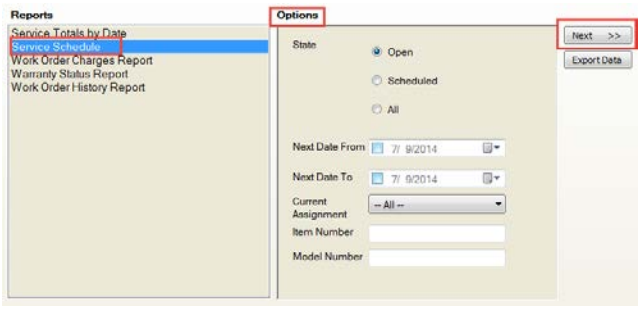


4. Click on the **Search** button. You can sort the columns by clicking on the headers as with other browsers in Enterprise.

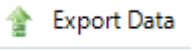
Printing the Service Schedule

1. From the **Service Schedule** browser, you can click on the **Print** button to generate a report called "Service Schedule". This report will consist of all entries resulting from your Search parameters.

2. To generate a **Service Schedule** with user-defined parameters, click on the **Reports** button in the **Service & Calibration** module.
3. Choose "Service Schedule" and then fill in your **Options** (see image).
4. Click the **Next>>** button to generate a report that may be printed or saved in a pdf format.



5. From the **Service Schedule** browser, you can click on the **Export Data** button to generate a spreadsheet of your data. This document will consist of all entries resulting from your Search parameters.



6. In the **Save As** window, you need to save your file in the .csv format – Specify a location to create this file and click **Save.**

Training Activity #21: Adding an Existing Service Plan to a Tool

Scenario: You want to apply the Service Plan created earlier to your Ford trucks. As such, add this plan to your fleet, following these instructions.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- SERVICE & CALIBRATION > Service Plans
- SERVICE & CALIBRATION > Service Schedule

Part One

Add this Service Plan to all of your Ford truck Tool Records:

1. a) Set the first truck's notification to appear 4 months and 3 weeks from today with **No End Date**.

   b) Set this truck's **meter** to 47674 miles.

2. a) Set the second truck's notification to appear 5 months and 1 week from now with an **End Date** of 10 years from today.

   b) Set this truck's **meter** to 51222 miles.

3. a) Set the third truck's notification to appear 6 months from today an **End Date** of 31 December 2025.

   b) Set this truck's **meter** to 48105 miles.

4. For your remaining trucks:
   - set **notifications** to Start today
   - **No End Date**
   - no change to **meter** readings

5. Perform a **manual sync** after all Service Plans have been added.

Part Two

Print out a report for your Service Manager of the following:

1. Browse **Service Schedule** and perform a **Search** of All scheduled events using each Ford truck's **Item Number**.
2. In Reports for **Service & Calibration**, choose "Service Schedule". Select "All", leave all other defaults.
3. Click the **Next >>** button to "print" the Service Schedule. VIEW ONLY - DO NOT SEND TO THE PRINTER!
4. Click the **Export Data** button to export this Service Schedule data to a .csv file. Label this file "Service Test" and save it to your desktop. If possible, open and view this file with an appropriate program.

When done, compare your work to the Answer Key.

Meter/Mileage Readings

Set Meter/Mileage Reading Interval

Overview

Before importing meter/mileage readings, you need to lay out a recurring time frame for collecting this information. The recurrence interval is established at the Model Record level, and it applies to all of the tool records to which it is associated.

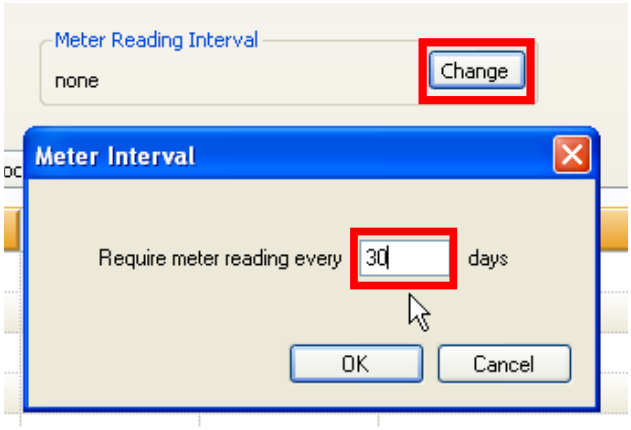
Let's look at an example using a fleet of 50 Ford F-250 trucks. Your Service Manager would like to have the mileage of all 50 trucks updated in ToolWatch at least one time every 30 days. While the Import feature helps greatly in accomplishing this, it does not establish a time frame for these readings.

To do this, in the Model Record for these Ford F-250 trucks, he would set up a meter/mileage reading interval of 30 days. This would, in turn, apply to all 50 Ford F-250 trucks as well as any future F-250 trucks stemming from this Model Record.

Setting a Meter/Mileage Reading Interval

Begin by selecting a Tool Model Record whose tools will have set meter/mileage reading intervals. In this example, we will use the model record for our 50 Ford F-250 trucks.

1. From the **Navigator** panel, click the **Tools & Equipment** module.
2. Select the **Tool Models** button – A new **Tool Model Records** browser appears.
3. Using the **Explorer** tree or the **Search** function, find the Tool Model Record of interest - Double-click on it to open the **Tool Model Record.**
4. In the **Meter Reading Interval** box, click the **Change** button (see image).
5. The **Meter Interval** window opens.
6. In the **Require meter reading every ____ days** field, fill in the recurrence to have your meter readings updated (e.g., reading will be updated one time every 30 days).
7. Click **OK** to close the window.
8. Click **Save** to save these changes to the Tool Model Record.



Likely, at some point, a few of these trucks will miss a meter update. To determine which of the fleet trucks have missed their updates, the Service Manager can run a report that will tell him which of the 50 trucks have not had their mileages updated during the most current 30-day interval. This report is called the **Meter Exception Report**, and we will look at it shortly.

Import Meter/Mileage Readings

Overview

The ToolWatch Enterprise **meter/mileage** features are designed to help you track your tool and equipment usage more efficiently. For example, this feature allows a user to record the mileage of an entire fleet of vehicles -with just a single import. Additionally, Enterprise will report on those vehicles that may have been "missed" (i.e., vehicles whose mileage was not updated within a designated time period).

Meter/mileage readings are imported using a .csv (spreadsheet) file. This is a universally accepted format used by most spreadsheet applications.

Any tool tracked using ToolWatch's Unique ID tracking method is eligible for a meter update. To do so is quite simple:

1. Create a spreadsheet with the required fields and information.
2. Import it into Enterprise.
3. The updated tool records will display the new meter values from the spreadsheet.

This method is far superior to importing each meter/mileage update, one at a time, record-by-record.

Importing Meter/Mileage Information

	A	B	C
1	ItemNumber	ImportValue	Date
2	28	55000	7/9/2014
3	40	3260	7/9/2014
4	65	13455	7/9/2014
5			
6			

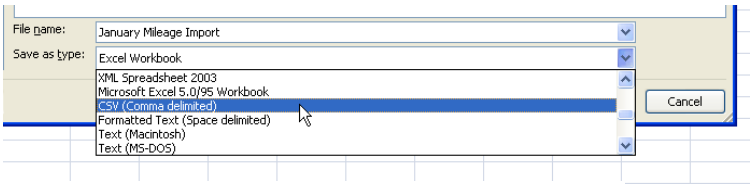
1. Create a spreadsheet using the exact three columns displayed below (see image). **Do not include any additional columns.**
2. Populate the spreadsheet with current tool and meter information.

   Be sure to place the columns in the correct order, name the columns as highlighted above, and set the date to this format: (mm/dd/yyyy)
3. Here are a few things to remember when creating the .csv import spreadsheet:
   a. The **Item Number** must be a valid Tool Number already in Enterprise for a unique tool; it is (*caSe seNsitiVe*).

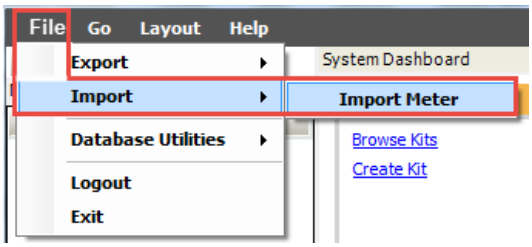
      This Item (Tool) Number cannot be a duplicate of another tool; it must be a unique number.

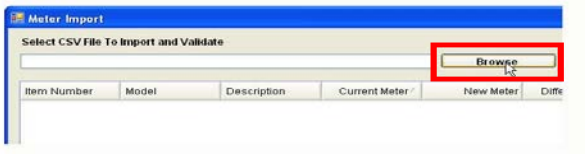
   b. The **meter** value you import must be GREATER than the value already stored in the Tool Record. Remember, this is an update so values should go up!

   c. The import **Date** must be GREATER (i.e., more recent) than the last meter import date.
4. When you save the spreadsheet, save it in the **.csv** file **format** (see image). Keep track of where it is saved.

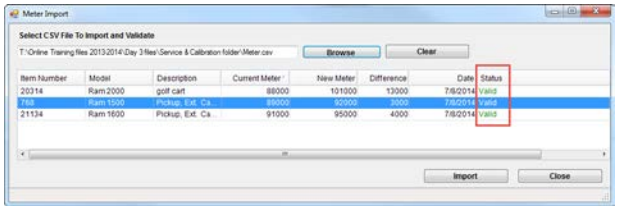


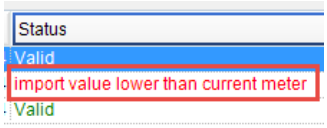
5. From the Enterprise **File** drop-down menu, select the **Import Meter** option (see image). This will open the **Meter Import** window.





6. Click the **Browse** button to choose the .csv file to import (see image).
7. If the file you imported does not contain any errors, the **Status** message for each tool will display the word "**Valid**" (see image).





8. If the imported file does contain errors, the **Status** field will contain a message describing the error(s) and providing feedback so that you can correct these errors and resubmit for updating (see image).
9. Once your values are **Valid,** highlight the line (item) you wish to update and click on the **Import** button. The lines will disappear from view as they are imported.
10. **Close** the window when finished.

Meter Exception Report

Overview

The **Meter Exception Report** works in conjunction with establishing the recurring meter/mileage reading interval of a Tool Model Record. As an example of how this feature works, consider our fleet of 50 Ford F-250 trucks. You have set the meter/mileage reading interval at 30 days for these trucks. This means that you want to have the meter/mileage reading:

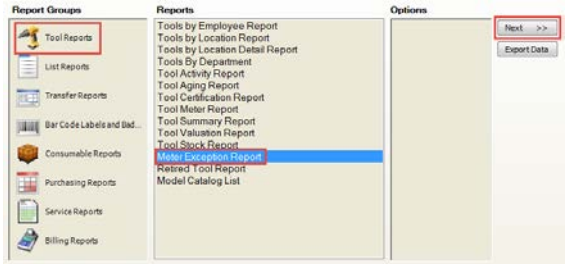
- updated in ToolWatch
- for all 50 of these trucks
- once every 30 days

The Meter Exception Report will report which trucks (if any) have not had their mileage readings updated in the current 30 day interval.

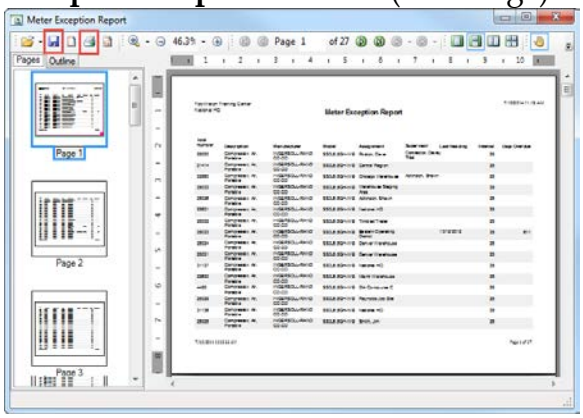
NOTE: Only tools that have had at least one Meter reading will show a value for **Days Overdue.**

Running the Meter Exception Report

1. From the **Navigator** panel, click the **Reports & Graphs** module.
2. Under **Report Groups**, click on the **Tool Reports** icon.
3. Under **Reports**, click on **Meter Exception Report** (see image).



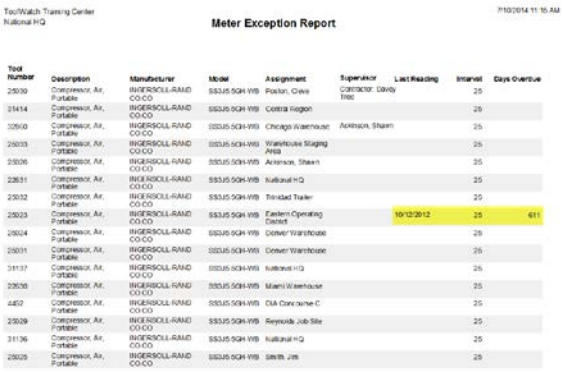
4. Click the **Next >>** button to open the **Meter Exception Report** window (see image).



5. Either **Print** OR **Save** the report (as a pdf file).

View Meter Exception Report

Note that the **Meter Exception Report** (see image) displays all tools that have established values for the meter interval on the Model Record, regardless of whether any meter information has been entered onto the tool record. Of course, if no meter information has been updated to a particular tool's record, Enterprise will consider this omission as an exception, and that tool will appear on the report until the meter information is added/updated, within the established Meter Interval.

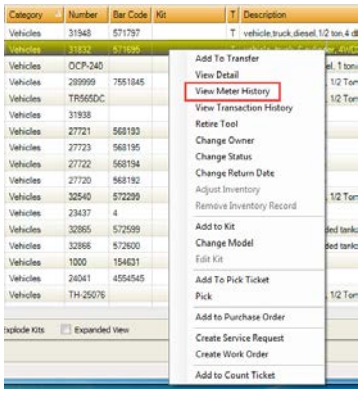


View Meter History

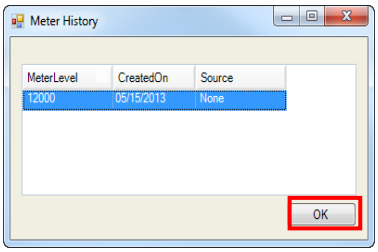
Another tool in Enterprise to manage meter/mileage readings is **View Meter History**. This window displays all updates to a given tool's meter information (entered into the **Meter** field on the **Tool Information** tab of the Tool Record) (see image). Data shown in

this history of a tool's meter updates, along with the Meter Exception Report, can help explain any discrepancies in the meter readings of a given tool over time.

1. From the **Navigator** panel, click the **Tools & Equipment** module.
2. Select the **Tools** button – A new **Tool Browser** opens.
3. Using the **Explorer** tree or the **Search** function, find the Tool Record of interest – Highlight it and right-click**.**
4. A pop-up menu appears: Click on the **View Meter History** option (see image).



5. The **Meter History** window open, showing all incidents of this tool's meter readings. View and click **OK** to close the window (see image).



Training Activity #22: Update and View Meter/Mileage Information

Scenario: You wish to import mileage updates for some of your Ford fleet vehicles. Afterwards, you want to observe these updates using the **View Meter History** feature of Enterprise.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- SERVICE & CALIBRATION > Meter/ Mileage Readings

Part One

Set a meter reading interval for the **first three** (3) Ford trucks used in Training Activity #21.

1. Find the Tool Model Record for these fleet trucks.
2. Require a meter reading every **90 days**.
3. Save your changes to this Model Record.

Part Two

Create a spreadsheet to update your fleet meter readings for these trucks. Use the **Import** feature to import these updates.

1. Use a spreadsheet application to create a file such as shown in Import Meter/Mileage Readings. Be sure to save this in the .csv format.
2. Add **3000 miles** to the meter values for each of these 3 fleet trucks to simulate **90 days of usage**.
3. Use **tomorrow's date** as the import date for your Import Value readings.
4. Import these updated values into the Tool Records for your fleet. Fix any **Status** errors and resubmit until all read "Valid".
5. Perform a manual sync when all import values are "Valid".

Part Three

View the Meter History for each truck in this fleet.

1. Open the View Meter History for each Tool Record from Part One.
2. There will be 1-2 entries for each history:
   - meter value entered manually in Training Activity #21 and/or
   - meter value imported in Part Two
3. If you are missing any values, your syncs may not have completed.

When done, compare your work to the Answer Key.

Service Requests & Work Orders

You create a **Service Request** when work needs to be performed NOW on a particular tool. This differs from a Service Plan in that a Service Plan is more of a pro-active, typically recurring, service event. A **Service Request**, however, is more of a spontaneous request that you are bringing to the attention of your Service Department or Service Manager for immediate attention.

Similarly, a **Work Order** is an interactive form that the Service Department uses to detail the service work to be performed. A **Work Order** results from work involving either a Service Request or a Service Plan. Such work may include:

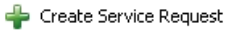
- specific **tasks**
- **detailed instructions** to be considered during the service

- **tools** required to execute the service
- **parts** used to complete the service
- **charges** assessed as a result of the service

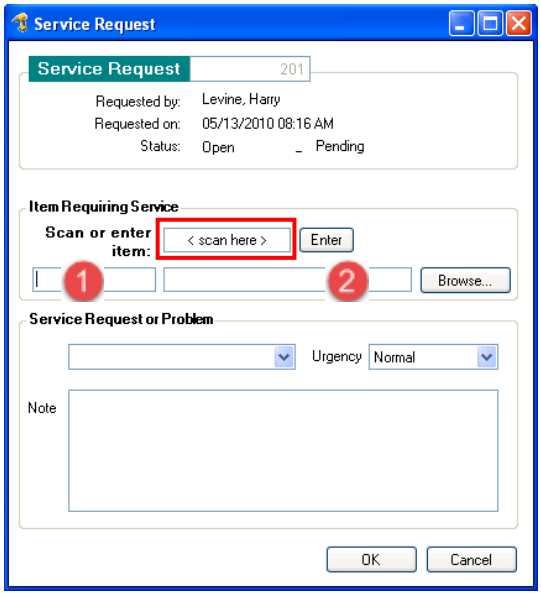
Creating a Service Request

There are 2 ways to create a Service Request. The first method creates an empty Service Request form for you to complete while the second method allows you to pre-populate key fields.

1. From the **Navigator** panel, click the **Service & Calibration** module.
2. Click on the **Service Requests** button

- a new **Service Request Browser** appears.
3. Click on the **Create Service Request** button 

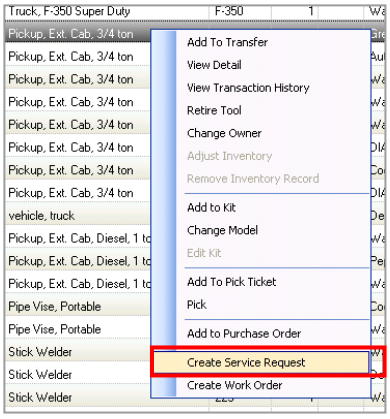
– a new **Service Request** window appears (see image).
4. You can enter a unique tool in one of 3 ways:
   a. manually enter a **Tool Number** into the **<scan here>** field
   b. scan a **barcode** into this scan field
   c. click the **Browse…** button to use the **Tool Browser** to enter a tool
5. Fields ❶ and ❷ will be automatically populated based on **Step # 4**.
6. In the **Service Request or Problem** field, enter a title summarizing the service request /problem. You can also choose one of the existing descriptions found in the drop-down menu (if available).



7. Optional: From the **Urgency** drop-down menu, choose an **Urgency** level.
8. Optional: In the **Note** field, enter detailed notes that you would like to share with the Service Department performing the work.
9. Click **OK** to close the window. The completed Service Request now appears in the **Service Request Browser.**

The second method allows you to create a Service Request directly from the (unique) Tool Record.

1. From the **Navigator** panel, click the **Tools & Equipment** module.
2. Select the **Tools** button – a **Tool Browser** window appears.
3. Using the **Explorer** tree or the **Search** function, find the Tool Record of interest – highlight and right-click it**.**
4. Select the **Create Service Request** option (see image).
5. The **Service Request** window appears, populated with relevant details from the Tool Record.
6. Follow **Steps #6-9** in Creating a Service Request.



Training Activity #23: Create a Service Request

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- SERVICE & CALIBRATION > Service Requests & Work Orders > Creating a Service Request

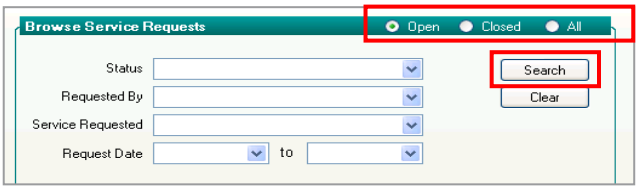
1. One of your Ford trucks won't start. From the **Tool Browser**, create a Service Request for it to be repaired with normal Urgency. Leave a note for your Service Department to let them know the truck is stuck in the northwest corner of the employee parking lot.
2. One of your drills has a severed power cord. From the **Service & Calibration** module, create a Service Request for it to be repaired. Alert the Service Department that this is the only drill you have, and that it is urgent that it be repaired as soon as possible.

When done, compare your work to the Answer Key.

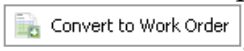
Converting a Service Request into a Work Order

Once a Service Request is created, it is converted next into a **Work Order** for someone to perform the requested service(s).

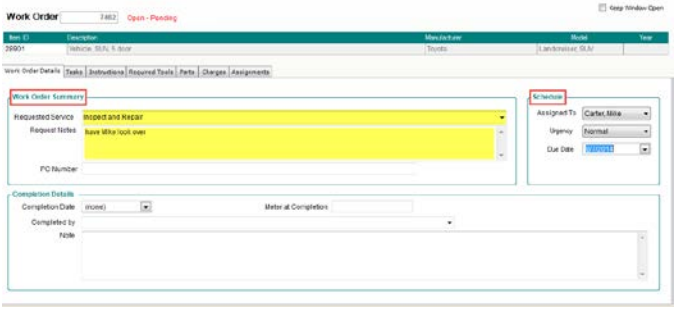
1. From the **Navigator** panel, click the **Service & Calibration** module.
2. Click on the **Service Requests** button – a new **Service Request Browser** appears.
3. In the **Browse Service Requests** search engine (see image), locate your Service Request by:



   - selecting **Open, Closed** or **All** and then clicking the **Search** button OR
   - to refine your search, enter information into the various fields and then click **Search**

4. From the search results, highlight the Service Request of interest and click the **Convert to Work Order** button 

. A new Work Order window appears, populated with key information (see image).

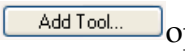


   - This updates the **Status** of any Service Request that is **In-Progress**.

5. Be sure fields from these sections are completed before moving on:
   - **Work Order Summary**
   - **Schedule**
6. Click the **Tasks** tab to add tasks to the Work Order.
   a. Click the **Add Tasks…** button:
      i. to create a **Service** task:
         - follow **Steps #4 – 7** in Creating a Service Task
      ii. to create an **Inspection** task:
         - follow **Steps #4 – 8** in Creating an Inspection Task

iii. to create a **Calibration** task:

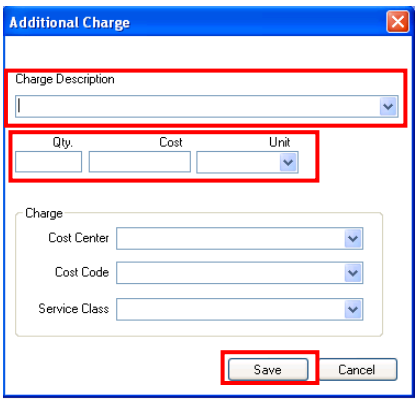
- follow **Steps #1 – 8** in Creating a Calibration Task then
- **Save** the Model Record then
- follow **Steps #11 – 14** in Creating a Calibration Task

7. Optional: Add **Required Tools** to the Work Order
   a. click on the **Required Tools** tab
   b. click on the **Add Tool…** button 

open **Tool Model Records** window
   c. browse for any Tool Model(s) you wish to add - highlight them and click **OK**
8. Optional: Add **Repair Parts** to the Work Order
   a. click on the **Parts** tab
   b. click on the **Add parts…** button to open the **Materials Inventory** window
   c. By default, any repair parts that were added

at the model level will appear if the "Just repair parts for this asset" radio button is checked:
      - Highlight the part you want to add to this Work Order and click **OK.**
   d. If you would like to add repair parts that

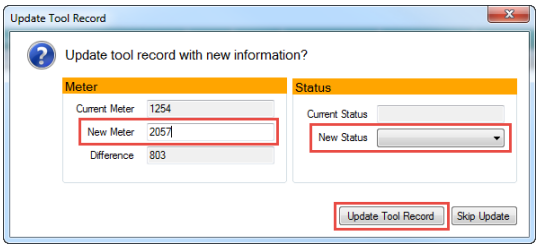
are NOT on this list, click the **All** radio button:
      - Highlight the part you want to add to this Work Order and click **OK.**
9. Optional: Add additional **Charges** to the Work Order
   a. click on the **Charges** tab
   b. click on the **Add** button - the **Additional Charge** window appears (see image)
   c. enter the **Charge Description** (or select from the drop-down menu)
   d. enter the **Qty, Cost**, and **Unit** (of measurement) for the charge
   e. click **Save** to close the window



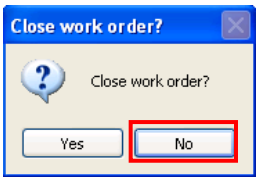
10. Optional: Apply a **Cost Center, Cost Code** and/or **Service Class** to the Work Order
    a. click on the **Charges** tab
    b. In the "Work Order Defaults"(see image), choose a Cost Center, Cost Code, and/or Service Class
    c. click **Save** to close the window

NOTE: As of this version, **Cost Centers** and **Cost Codes** are notation only fields in Service functions and do not affect charges in **Job Cost & Billing**.

11. **Save** Save the Work Order. You will be asked to update the **Meter** and **Status** of this tool (see image). Choose one (or **Skip Update**) and proceed.
    - This also updates the **Work Order Status** if **Pending** to **In-Progress.**



12. When the "Close work order?" window appears:
    a. click **No** if further processing remains
    b. click **Yes** only if everything is finished for this Work Order

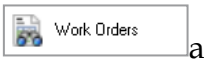


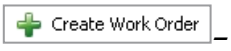
Creating a Work Order

You do not need to have a Service Request in order to create a Work Order. As with Service Requests, there are 2 ways in which to create a Work Order:

- create it from scratch and
- create it directly from a (unique) Tool Record

Create an Empty Work Order

1. From the **Navigator** panel, click the **Service & Calibration** module.
2. Select the **Work Orders** button – 

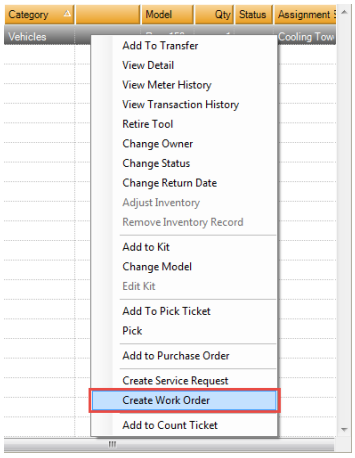
a new **Work Orders Browser** appears.
3. Click the **Create Work Order** button 

– a new **Work Order** appears.
4. In the **Item ID** field,

scan or enter in Tool Number of interest:
    a. hit the **Enter** key on your keyboard
    b. the **Description, Manufacturer, Model** and **Year** (if entered) fields populate automatically
5. In the **Requested Service** field, enter in a summary of the work that needs to be done. You can also choose one of the existing summaries from the drop-down list.
6. Follow **Steps #5 – 12** in Converting a Service Request Into a Work Order.

Create a Work Order from a Tool Record

1. From the **Navigator** panel, click the **Tools & Equipment** module.
2. Select the **Tools** button– a new **Tool Browser** appears.
3. Using the **Explorer** tree or the **Search** function, find the Tool Record of interest – highlight and right-click it.
4. Select the **Create Work Order** option (see image).
5. The **Work Order** window appears, populated with relevant details from the Tool Record.
6. Follow **Steps #5 – 12** in Converting a Service Request Into a Work Order.

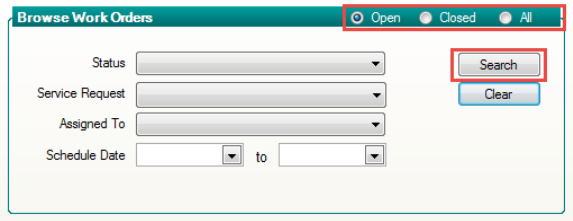


Once a Work Order is created for a tool, it will be documented in the Tool Record for that tool. To view this, under the **Service** tab of the Tool Record, click on the **Open Work Orders** tab (see image). To view this Work Order, simply double-click on this line.

Viewing a Work Order

You can use the **Work Orders Browser** to search for any open or closed Work Orders.

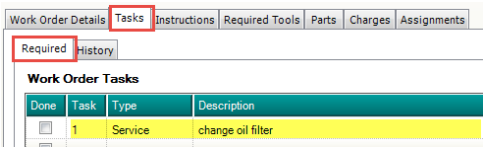
1. From the **Navigator** panel, click the **Service & Calibration** module.
2. Select the **Work Orders** button– a new **Work Orders Browser** appears.
3. In the **Browse Work Orders** search engine (see image), locate your Work Order by:
   - selecting **Open, Closed** or **All** and then clicking the **Search** button OR
   - to refine your search, enter information into the various fields then click **Search**



4. From the search results, highlight the Work Order of interest and double-click to open and view it.

Editing a Work Order

1. Follow **Steps #1-4** of Viewing a Work Order.
2. Click on the **Tasks** tab.
3. To add a task, click on **Add Task…** button and follow Creating Tasks in a Service Plan. The task now appears under the **Required** tab of the **Tasks** tab (see image).



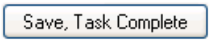
4. Edit any of the other tabs (e.g., **Instructions, Parts, Charges**) as shown earlier in creating a Service Plan (Creating a Service Plan for a Tool Model Record).
5. **Save** changes to the Work Order.

Completing a Work Order

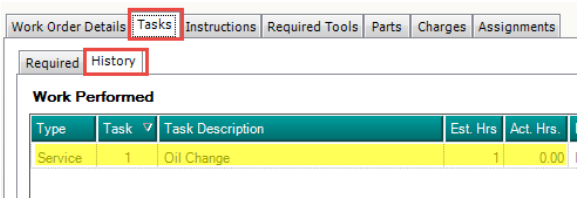
1. Follow **Steps #1-4** of Viewing a Work Order.
2. Click on the **Tasks** tab.
3. Highlight a task to complete and either:
   a. click on the **Perform Task** button

OR
   b. right-click and select "Perform Task" - the **Task** window appears.

   NOTE: Clicking on a task's "Done" checkbox will provide the same result as **Steps #a and b** above.
4. For a Service Task Type:
   a. in the **Completion Information** section of the **Task** window, document the following:
      - the **Performed By** information (as appropriate)
      - the **Actual Hrs** required to complete the task
      - any **Note(s)** regarding completion of the task
5. For an Inspection Task Type:
   a. **Pass/Fail** status for Inspection tasks
   b. in the **Completion Information** section of the **Task** window, document the following:
      - the **Performed By** information (as appropriate)
      - the **Actual Hrs** required to complete the task
      - any **Note(s)** regarding completion of the task

6. For a Calibration Task Type:
   a. enter values for **As Found** and **As Left** using assigned **Unit** as a reference - Enterprise will automatically assign a "Pass/Fail" value
   b. in the **Completion Information** section of the **Task** window, document the following:
      - the **Performed By** information (as appropriate)
      - the **Actual Hrs** required to complete the task
      - any **Note(s)** regarding completion of the task
7. Optional: In the **Charges** section, assign a **Cost Center** and/or **Cost Code** to this task.
8. If the task is:
   a. COMPLETED, click the **Save, Task Complete** button. 

The task now appears in the **History** tab of the **Tasks** tab (see image).

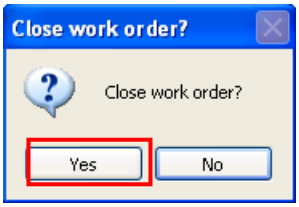


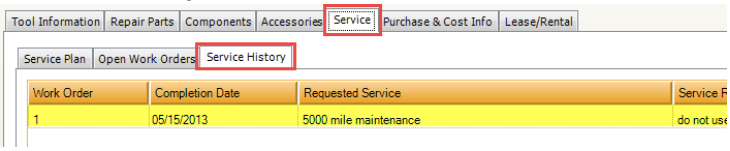
   b. NOT completed, click the **Save** button so that you can work on this task at a later date.
9. Click on the **Parts** tab. Any parts added via the item's model record or to this Work Order will appear here.
   a. If an item was used for service, click on the checkbox; if all items were used, click on the **Check All** button.
   b. Adjust the quantities of these parts that were used.
10. Click on the **Charges** tab. All potential charges related to this Work Order appear here.
   a. For **M Type** (Parts) charges, edit them by highlighting the line and either
      - clicking the **Edit** button OR
      - right-clicking and selecting **Edit Charge…**
   b. For **L Type** (Labor) charges, edit as in (a) above
      - **Qty** represents Actual Hours worked
      - **Cost** represents Charges Per Hour of labor
   c. For **O Type** (Other) charges, edit as above

11. Click on the **Assignments** tab if you wish to re-assign this item to a different location or employee.
    a. Click on the **Reassign This Item…** button and a transfer ticket appears.
    b. All relevant fields on this ticket are populated save for the new assignment (**To).**
12. Under the **Completion Details** (on the **Work Order Details** tab) of the Work Order:
    a. enter a **Completion Date** (required field)

    NOTE: This date will be assigned automatically when the Work Order is closed.

    b. Optional: select an Employee for the **Completed by** field
    c. Optional: include any relevant notes in the **Note** field
13. Click **Save** to save changes to the Work Order.
14. Update **Meter** and **Status** information as appropriate.
15. When the **Close Work Order** window appears:
    a. click **No** if you are not completely finished with the Work Order
    b. click **Yes** if you are all done with the Work Order
        - This will populate the **Completion Date** of the Work Order with the date.
        - As well, it will populate the **Service History** tab of the Tool Record with the completion of this Work Order (see image).





Training Activity #24: Create and Complete a Work Order

Scenario: Your Service Department Manager is looking through this week's Service Requests in the Service Request Browser. He comes across some requests for items that need repairs.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- SERVICE & CALIBRATION > Service Requests & Work Orders > Converting a Service Request Into a Work Order
- SERVICE & CALIBRATION > Service Requests & Work Orders > Creating a Work Order

1. From the **Service Request Browser**:
   a. search for all Open **Service Requests**
   b. find the Service Request for your Ford truck
   c. convert this into a **Work Order**
2. Inside of this Work Order, create these 2 tasks:
   - **Service Task**: replace ignition switch, estimate 1.5 hours to complete
   - **Inspection Task**: check battery - Pass/Fail value = holds a charge, estimated 1.0 hour to complete
3. Add **1 container of oil** for the repair.
4. **Save** changes to the Work Order.
   a. **Skip** the Meter update
   b. do NOT close the Work Order at this time
5. From the **Tool Browser**, open up the **Tool Record** of the truck on which you are working.
6. Under the **Service tab**, verify that the Work Order is **Open** and **In-Progress** in the **Open Work Orders** tab.
7. Open the **Work Orders Browser** and open this truck's Work Order.
8. Open the **Tasks** tab and perform both tasks.
   a. it took **1.0 hour** to replace the ignition switch
   b. it took **30 minutes** to determine the battery passed

9. Open the **Parts** tab and confirm that 1 container of oil was used.
10. Open the **Charges** tab:
    a. edit the **Cost** of each labor event to $10 per hour
    b. ensure that a **Parts Fee** of $6.50 was assigned to the oil
11. On the **Work Order Details** tab, document that the work was completed by YOU**.**
12. **Save** the Work Order.
    a. In the **Update Tool Record** window, in the **New Meter** field, add **100 miles** to the existing mileage.
13. **Close** the Work Order.
14. Open up the Tool Record for this truck.
    a. verify that the Meter value has been updated.
    b. Under the **Service** tab, verify that the Work Order is no longer in the **Open Work Order** tab but is now in the **Service History** tab.
15. In the **Reports** module, under **Service Reports**, run a **Work Order Charges Report**. Leave all defaults except:
    a. type in the Tool Number of this truck or its Work Order Number
    b. enter Today's Date for both **Start** and **End Dates**
    c. create a pdf of this report called "Truck Service Charges" to send to the truck's Project Manager

When done, compare your work to the Answer Key.

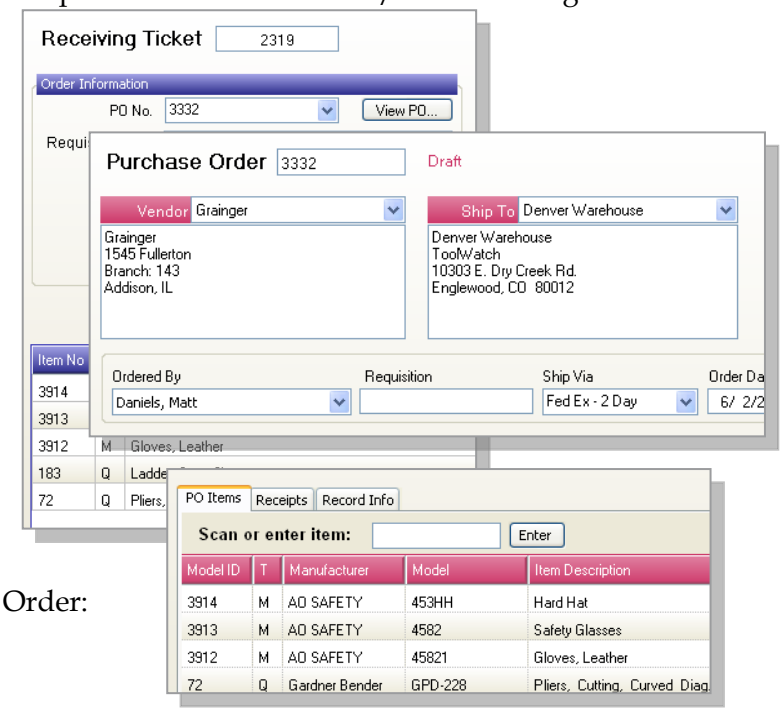
Purchasing & Receiving

ToolWatch has created an interactive format that connects Purchase Orders and Receiving Tickets seamlessly along with your inventory of tools and materials. In this section, you will learn how to use this interface effectively, helping you to save time and money during your purchasing process.

Additionally, you will integrate such features as the Low Level Browser and the New Tool Wizard to take full advantage of this module.

Upon successful completion of this Section, the learner will be able to:

- create a new **Purchase Order** from all appropriate browsers
- populate a Purchase Order with the following information:
  a. tools (unique and quantity)
  b. materials
  c. items not currently tracked in *ToolWatch*
  d. add an **Attachment**
- add the contents of a previously created **Template** to a Purchase Order
- adjust low inventory levels using the **Low Level Browser** to create a Purchase Order
- distinguish between the following, focusing on when a Purchase Order can be edited
  a. these **States: Open** and **Closed**
  b. these **Statuses: Draft, Waiting for Receipts** and **Done Receiving**
- work within the **Purchase Order Browser** to perform these tasks with/on an existing Purchase Order:
  a. view
  b. edit
  c. delete
  d. print (paper, pdf)
- receive against a Purchase Order using **Receiving Tickets**
- use the **Receiving Browser** to view and search for existing Receiving Tickets
- demonstrate how to apply the **New Tool Wizard** when adding new unique tools to inventory from a Purchase Order
- locate and view these tabs of a Purchase Order:
  a. **Receipts** tab
  b. **Record Info** tab



Introduction

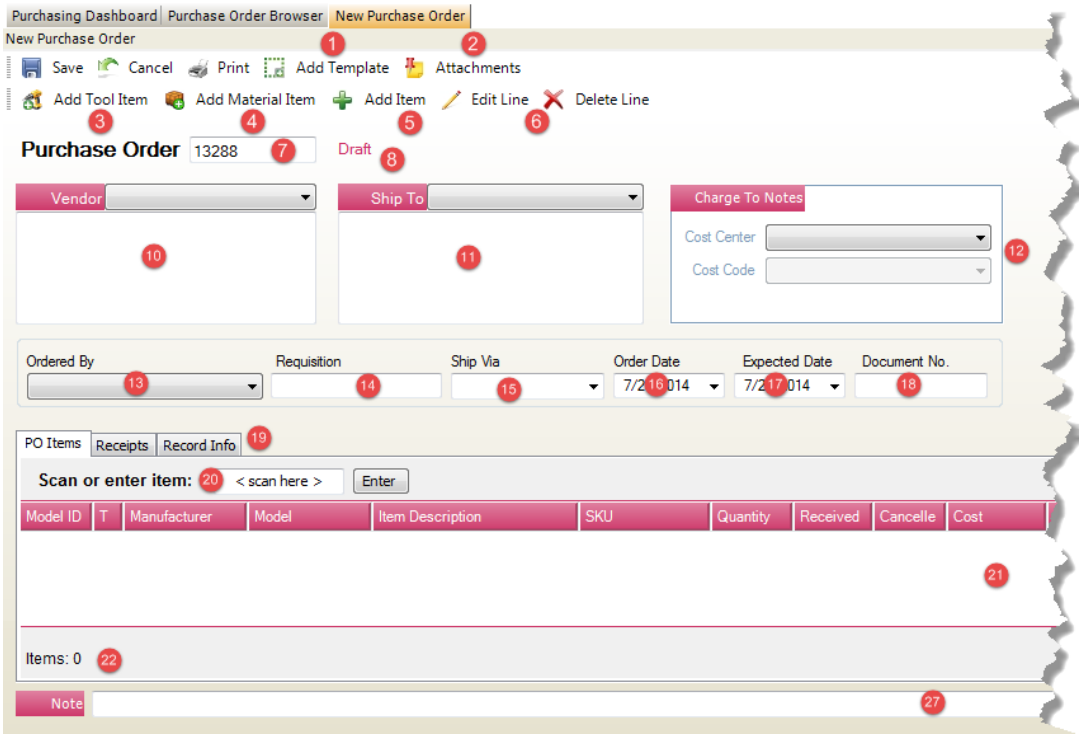
The focus of this module is on issuing Purchase Orders and charging Receiving Tickets against them. Mastery of this module will enhance your ability to manage your consumables inventory and to track tools and equipment from point of purchase to retirement.

The Purchasing & Receiving module consists of several features that work together to make purchasing and then receiving tools and consumables quick and easy. It uses your Cost Info and Preferred Vendor information to create quickly and easily a Purchase Order, to receive tools and materials into Stock, and ultimately to create records for new, unique tools.

A Purchase Order Explained

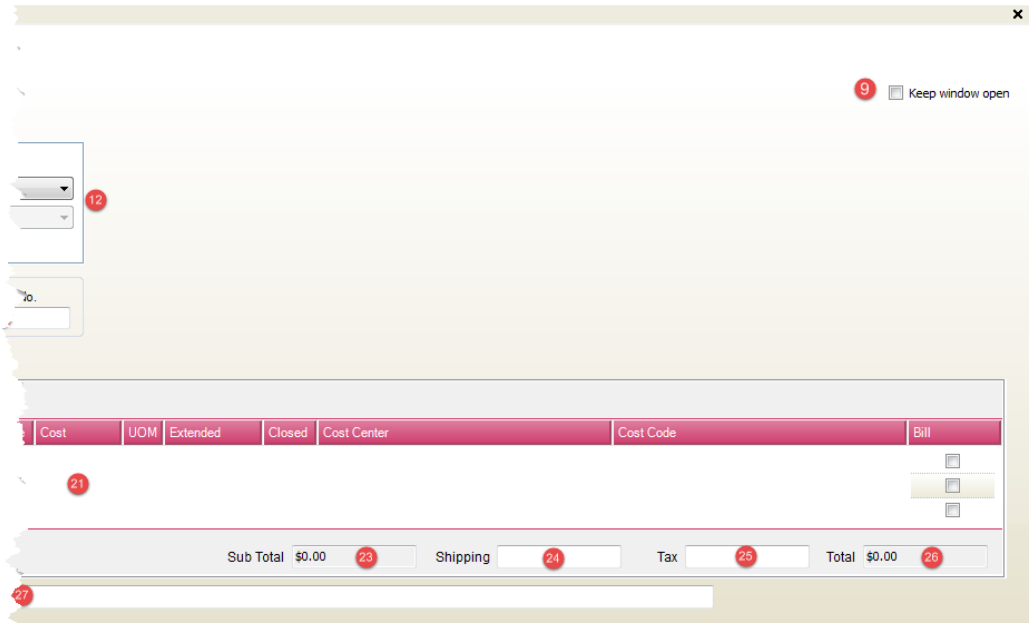
Required fields for a Purchase Order are indicated by an asterisk (*).

Number	Explanation
1	**Add Template** button adds contents of a Template
2	**Attachments** button attaches documents or web address
3	**Add Tool Item** button adds tools
4	**Add Material Item** button adds materials
5	**Add Item** button adds tool or material item not in inventory currently
6	**Edit** or **Delete Line** button edit or remove selected line
7*	**P.O. Number** field shows unique number assigned to P.O.



Number	Explanation
8*	**P.O. Status** indicates current status (**Draft, Waiting for Receipts, Done Receiving**)
9	**Keep window open** box is checked to keep P.O. window open after you Save
10*	**Vendor** field – select Vendor from drop-down menu
11*	**Ship To** – select Stock Location where item(s) on P.O. will ship
12	**Charge To Notes** field – select Cost Center/Code if using Job Cost & Billing
13	**Ordered By** field – select employee from drop-down menu who is responsible for P.O.
14	**Requisition** field - type in Requisition Number assigned to P.O.
15	**Ship Via** field – select method of shipment from drop-down menu
16	**Order Date** field – select date from calendar when P.O. was ordered

Number	Explanation
17	**Expected Date** field – select date from calendar when P.O. expected to be delivered
18	**Document Number** field – type in document number associated with P.O.
19	**P.O. tabs** – discussed later in chapter
20	**Scan** field – type in, scan items to populate P.O.
21*	**Item** field – line items of tools and materials that populate P.O
22	**Items** field – running total of number of (line) items on P.O.
23	**Sub Total** field – running total of P.O. items' costs
24	**Shipping** charges field
25	**Tax** charges field – shows tax charges from P.O.
26	**Total** field – sum of Sub Totals, Shipping and Tax charges fields
27	**Notes** field – allows for entry of relevant text messages shows shipping charges



Purchase Order Columns

Number		Explanation
	1	**Model ID** from model record of item on P.O.
	2**	**Type –** Item Type of item
**	**M**	= Material/Consumable
	Q	= Quantity Tool
	T	= Unique Tool
	K	= Kit
	T/M	= Template
	3	**Manufacturer** info from model record of item
	4	**Model** – Model Number from model record of item
	5	**Item Description** from model record
	6	**Stock Keeping Unit** number of item
	7	**Quantity** of items being purchased
	8	**Received** – checkbox indicating was received after purchase

	9	**Cancelled** – allows item to be cancelled beyond Draft status
	10	**Cost** – populates with MSRP from model record
	11	**UOM** or Unit of Measure, from model record
	12	**Extended** Cost = Quantity x Cost
	13	**Closed** – checkbox indicating item has been received against
	14	**Cost Center** allows for assignment of Cost Center
	15	**Cost Code** allows for assignment of Cost Code
	16	**Bill** – reserved for future use

Creating Purchase Orders

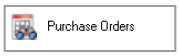
In ToolWatch Enterprise, a Purchase Order is an interactive form that allows you to order tools and materials quickly from a desired vendor or vendors. A Purchase Order can be generated in a number of ways - Some of these include:

- Tool and Material Browsers
- Model Browsers
- Low Level Browser

From the electronic Purchase Order, a physical one can be printed and used when ordering.

Creating a New Purchase Order

1. From the **Navigator** panel, click the **Purchasing & Receiving** module.

2. Click the **Purchase Orders** button – 

the **Purchase Order Browser** window appears.
3. Click the **Create Purchase Order** button.

A new Purchase Order window opens.

Adding Purchase Order Details

1. You may change the value of the **Purchase Order** field or allow ToolWatch to select the number.

   Required Fields:

2. Select a **Vendor** from the drop-down list. Note that "Vendor" is a Lists item (**Lists > Purchasing & Receiving > Vendors**).
3. Select a **Ship to** location from the drop-down list. These represent the Stock Locations in your organization.

   Optional Fields:

4. If using **Cost Centers** (**Codes**) for Job Cost & Billing, select a **Cost** Center (**Code**) from the drop-down list.

> NOTE: As of this version, **Cost Centers** and **Cost Codes** are notation-only fields in Purchase Orders and do not affect charges in **Job Cost & Billing**.

5. In the **Ordered By** field, select a name from the drop-down menu for who placed the Purchase Order.

6. In the **Requisition** field, type the name of the person in charge of the requisition of the Purchase Order.
7. Select a **Shipping Method** (**Lists > Shipping Methods**) from the **Ship Via** drop-down menu.
8. You may designate an **Order Date** for when the Purchase Order is first submitted and/or a **Return Date** specifying when items should be received.

NOTE: The values for **Order Date** and **Expected Date** will default to the LAST date the Purchase Order was created so you may need to adjust for this.

9. If you have another related document that is tied to the Purchase Order, type that **Document Number** in the designated field.

NOTE: Many of the above fields can be linked together such that when one is chosen, the other automatically populates the Purchase Order. For example, go to **Lists > Vendors**, highlight a Vendor of interest, and then select a **Shipping Method** under the **Account Info** tab. Now, whenever that Vendor is selected on a Purchase Order, this Shipping Method will populate the **Ship Via** field.

Adding Items to a Purchase Order

Items (tools and materials) can be added to a Purchase Order by either:

1. scanning the barcode or typing the **Item Number** in the Scan field OR

2. using the 3 buttons at the top of the Purchase Order, just above the P.O. Number

Adding Tools to a Purchase Order

1. Click on the **Add Tool Item** button

– the **Select Items** window opens.
2. Choose whether to display (a) **Only items for this vendor**

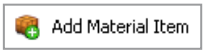
or (b) **All items**.
   a. You will need to have designated already your inventory to have a **select vendor**. To do this, on a Tool or Material Record, under the **Purchase & Cost Info** tab, use the **Preferred Vendor** drop-down menu to choose a vendor. Once done, only items whose designated vendor matches the vendor you have selected will populate this window.

Use the **Explorer** tree to choose items for your Purchase Order.

b. **All items** will allow you to view all Tool Model Records in your inventory. Use the **Explorer** tree to choose items for your Purchase Order.

3. When you have selected (highlighted) your items, click the **OK** button to close this window and populate the Purchase Order.

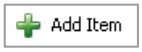
Adding Materials to a Purchase Order

1. Click on the **Add Material Item** button 

– the **Select Items** window appears.
2. Follow **Steps #2 and 3** from Adding Tools to a Purchase Order, substituting "Material" wherever "Tool" is offered. Respond in similar fashion for all else.
3. When you have selected (highlighted) your items, click the **OK** button to close this window and populate the Purchase Order.

Adding a New Item to a Purchase Order

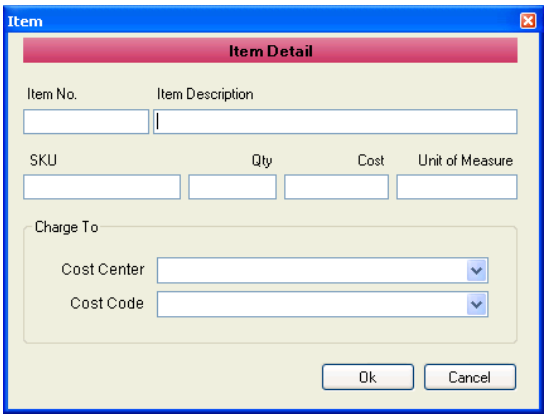
You can add a tool or material item to your Purchase Order that will NOT be part of any existing inventory; as such, it will not be tracked in ToolWatch. You might do this for one-time purchases like specialized fasteners for a particular job.

1. Click on the **Add Item** button 

- this will bring up the **Item** window (see image). **Note:** You can also highlight an existing line on the Purchase Order and right-click to **Add Item.**

2. Fill in the following information for the item:

- **Item Number** *
- **Item Description** *
- **SKU#**
- **Qty** *
- **Cost** (* in order to set Extended Cost on P.O.)
- **Unit of Measure** (e.g., each, feet, inches)
- **Cost Center/Code** information (select if using this module)



* = required fields

3. Click the **Ok** button to close this window. Once purchased, these items will NOT be added to inventory nor can they be tracked in Enterprise.

When you finish adding items to - or doing any edits on - a Purchase Order, click the **Save** button. You will be asked if you are ready to purchase:

a. clicking **Yes** will change the Status of your Purchase Order from **Draft** to **Waiting for Receipts**, visible upon the next Save

b. clicking **No** will keep the Purchase Order in **Draft** Status

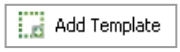
Adding an Attachment to a Purchase Order

See earlier section on Creating Attachments for additional information.

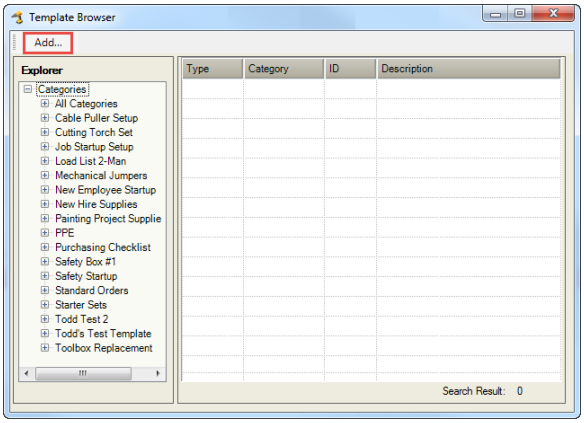
Adding a Template to a Purchase Order

Templates allow users such as a Tool Manager to list and order specific items that are used or purchased on a recurring basis. Templates can be reused, are editable over time, and can have their contents manipulated when used in a Purchase Order.

Recall from earlier work that templates were created for use with Pick Tickets. We can use those very same templates here in purchasing. (For more information on templates, see the section on Templates.)

1. Click the **Add Template** button 

- the **Template Browser** window appears (see image).
2. In the **Explorer** tree, browse to find a template of interest.
3. Select (highlight) this template and click on the **Add…** button. The contents of this template populate the Purchase Order.



Training Activity #25: Create a Purchase Order

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- PURCHASING & RECEIVING > Creating a New Purchase Order

Create a new **Purchase Order** based on the following details:

1. In the **Lists** tab, create the following items - IN THIS ORDER:
   a. **Shipping Method**(s)
      - FedEx 2-Day
      - UPS Ground
   b. **Vendor** = Grainger
      - 12350 E Arapahoe Road - Suite C Centennial CO 80112
      - add **Web URL** = www.grainger.com
      - under **Account Info** tab > select **Shipping Methods** > FedEx 2-Day

2. Add the following features to this Purchase Order:
   a. **Vendor** = Grainger
   b. **Ship To** = Main Warehouse
   c. **Ordered By** = Jane Doe
   d. **Ship Via** = FedEx 2-Day
   e. **Order Date** = Today
   f. **Expected Date** = 2 business days

3. Purchase the following items using this Purchase Order:
   a. **3 extension cords** at **$71.25** per (**Note**: You will need to edit the default value of $65)
   b. **1 truck** at **$26,000**
   c. **4 cans of spray paint** at **$9.59** per can
   d. **1 drill** at **$188**

4. Add an item that you will not be tracking in ToolWatch:
   a. **Scott 10-roll multipurpose shop towel** packages at **$25.98** per package
   b. **Quantity** = 5 packages
   c. **Item Number** = 44455
   d. **SKU** = 345345345
   e. **Unit of Measure** = dollars

5. **Save** the Purchase Order. When asked "Is this order ready for purchase?" click **No**.

6. Open the **Purchase Order Browser** and search for this Purchase Order by using at least one of these criteria:
   - **Order Date**
   - **Vendor**
   - **Ship To**

   Note that the Purchase Order is in **Draft** Status - Do NOT open the Purchase Order.

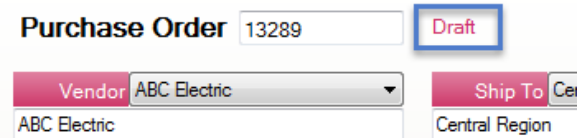
When done, compare your work to the Answer Key.

Creating a Purchase Order from the Low Level Browser

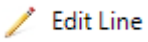
A Dashboard **Message Center** window reminds you when your inventory of selected tools and/or materials falls below target levels. When this occurs, you can create a Purchase Order directly from the **Low Level Browser**. (For more information, see the Low Level Browser section.)

1. From the **Navigator** panel, click the **Materials & Consumables** module.
2. Click the **Low Level Browser** button to open the **Low Level Browser** window.
3. Click the **Recalculate** button to refresh the list of items.
4. Highlight the line item(s) to be added to a Purchase Order.
5. Right-click on the highlighted item(s) and select the **Add to Purchase Order** button –

a Purchase Order window opens.
6. The Purchase Order is **Open** and in **Draft** status (see image).



7. While in **Draft** status, you may edit the Purchase Order to change **Vendor, Shipping Info**, etc. To edit line items, highlight a line and then:

   a. click on the **Edit Line** button 

OR
   b. right-click to **Edit Line** to make your edits.

8. **Save** the Purchase Order after completing your edits.

Editing Purchase Orders

Purchase Order Editing Rules

Purchase Orders can exist in 2 **States**

- **Open**
- **Closed**

and with 3 different **Statuses**

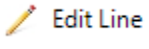
- **Draft**
- **Waiting for Receipts**
- **Done Receiving**

A Purchase Order can be edited as long as the following 2 criteria are met:

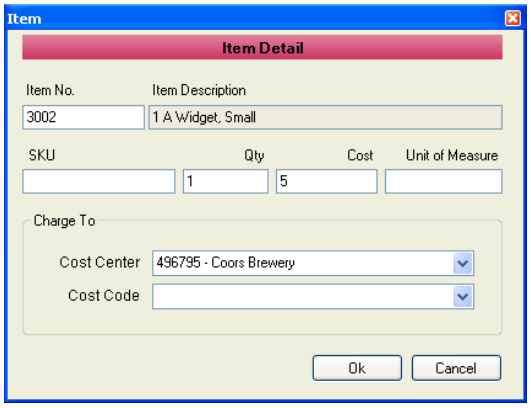
Rule 1: The Purchase Order is **Open** and in the **Draft** Status.

Rule 2: The person editing the Purchase Order is also the person who created it.

When editing a Purchase Order, you can add additional items, delete existing items or make changes to existing items. Before doing any editing, however, you will need to browse for an existing Purchase Order to edit.

1. To edit an existing P.O. line item:
   a. highlight the line item of interest
   b. either click the **Edit Line** 

button or right-click to **Edit Line** - the **Item** window appears (see image).
   c. The **Item Detail** fields will be filled in with the information for the item.
   d. Make changes to any of the following fields:
      - **Item No.**
      - **SKU #**
      - **Qty**
      - **Cost**
      - **Unit of Measure**
      - **Cost Center** or **Cost Code**
   e. Click the **Ok** button to close the **Item** window.



2. To delete an existing Purchase Order line item:
   a. highlight the line item of interest

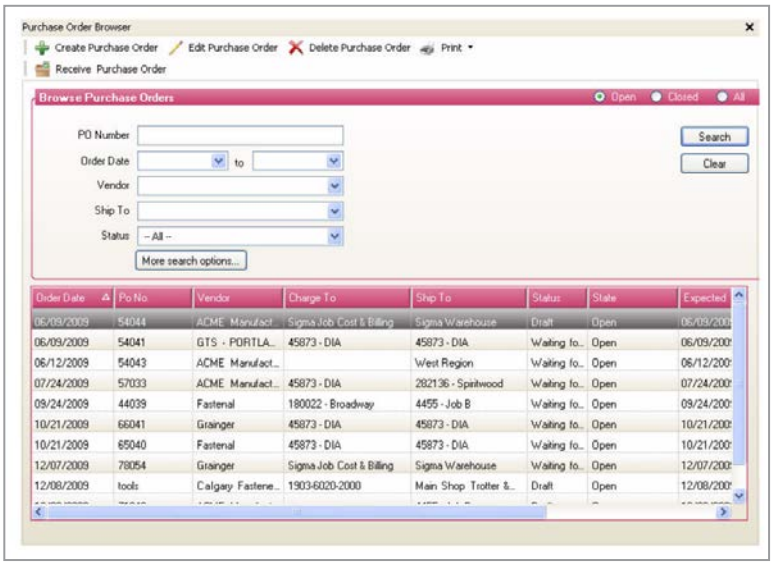
b. either click the **Delete Line** button

or right-click to **Delete Line**

Purchase Order Browser

The **Purchase Order Browser** organizes and displays historical and existing Purchase Orders. You can use this browser to create, delete, edit and print Purchase Orders. You can also search for Purchase Orders that need to be received, beginning the receiving process using the **Purchase Order Browser** (see image).

Purchase Order Browser Details



Number	Explanation
1	**Order Date** – date when items on Purchase Order were first ordered
2	**Po No** – Purchase Order Number
3	**Vendor** – from where items are to be purchased
4	**Charge To** – Cost Center to which costs are charged
5	**Ship To** – Stock Location where items are to be delivered
6	**Status** of Purchase Order
7	**State** of Purchase Order (Open or Closed)
8	**Expected** Date on which purchased items are to be delivered
9	**Requisition** Number assigned to Purchase Order
10	**Document** Number assigned to Purchase Order

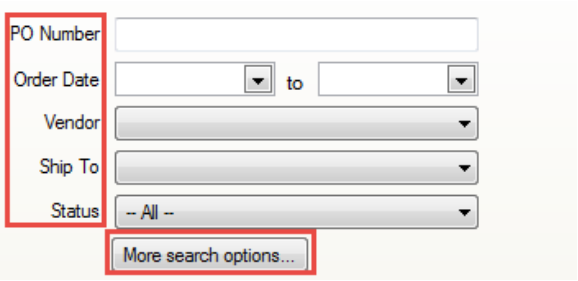
Viewing an Existing Purchase Order

1. From the **Navigator** panel, click the **Purchasing & Receiving** module.
2. Click the **Purchase Orders** button – the **Purchase Order Browser** appears.

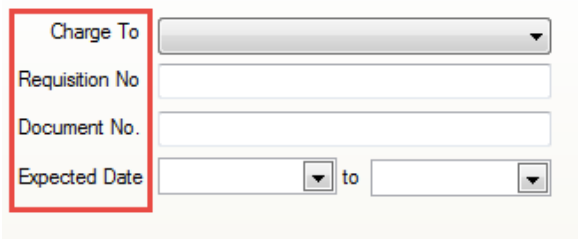
Select one of the following options:

a. To view any active Purchase Orders, click on the **Open** or **All** radio buttons, and then click the **Search** button.

b. To view a specific Purchase Order, or a range of Purchase Orders, fill in any of the following fields (see image), and then click the **Search** button:



c. Click the **More Search Options…** button and enhance your search (see image):

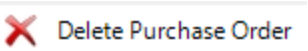


3. From your search results, highlight the Purchase Order of interest and double-click to open it – the **PO Detail** (or Purchase Order) window opens.

Deleting a Purchase Order

To delete a Purchase Order from the **Purchase Order Browser**:

1. Search for a Purchase Order, of any Status, by following **Steps #1 – 3** in Viewing an Existing Purchase Order.
2. From the search results, highlight the Purchase Order of interest.
3. Click the **Delete Purchase Order** button.

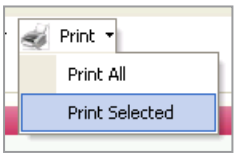


Printing a Purchase Order

You can print a Purchase Order from either of 2 windows:

- **Purchase Order Browser** OR
- **PO Detail** (Purchase Order)

1. Search for a Purchase Order, of any Status, by following **Steps #1 – 3** in Viewing an Existing Purchase Order.
2. To print from the **Purchase Order Browser**:
   a. highlight the Purchase Order of interest
   b. click the **Print** button's drop-down menu
   c. click the **Print Selected** option – the **Report Options** window opens
   d. choose **Purchase Order Detail** for your Report Layout
   e. click **View Report** button to generate a hard copy of your Purchase Order



3. To print from the **PO Detail** (Purchase Order) window:
   a. click the **Print** button

– the **Report Options** window opens
   b. choose **Purchase Order Detail** for your Report Layout
   c. click **View Report** button to generate a hard copy of your Purchase Order

Training Activity #26: Editing a Purchase Order to Include Adding a Template

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- ESSENTIAL CONCEPTS > Creating a Template from the Template Browser
- PURCHASING & RECEIVING > Adding a Template to a Purchase Order

1. Open the Purchase Order you created in Training Activity #25.
   It should be in **Draft** Status still.

2. Add to this Purchase Order the Template "Monthly Warehouse Purchase" you created in Training Activity #16.

   You should now have these items in your Purchase Order:

   - 3 extension cords
   - 1 truck
   - 4 cans of spray paint
   - 5 packages of shop towels
   - 2 screwdrivers
   - 2 drills
   - 2 containers of oil

3. Add a **Note** to deliver the drills to the Legacy job site immediately
4. Adjust the final costs of these items to:
   - container of oil = $5.59
   - screwdriver = $11.60
5. Delete the truck and one of the drills from this Purchase Order.
6. Print the Purchase Order, saving it as a pdf on your desktop. View the document to ensure that all information you entered is present. Close the Print window when done viewing.
7. **Save** the Purchase Order. When asked "Is this order ready for purchase?" click **Yes.** It will now be saved to the browser in **Open – Waiting for Receipts** Status.

When done, compare your work to the Answer Key.

Receiving Tickets

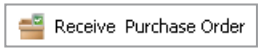
The **Receiving Ticket** window is designed to record each item received against a Purchase Order. As items are received, the corresponding Purchase Order is updated automatically by the Receiving Ticket.

You can receive against an item as many times as necessary, against one Purchase Order, until all of the (line) items have been received or canceled.

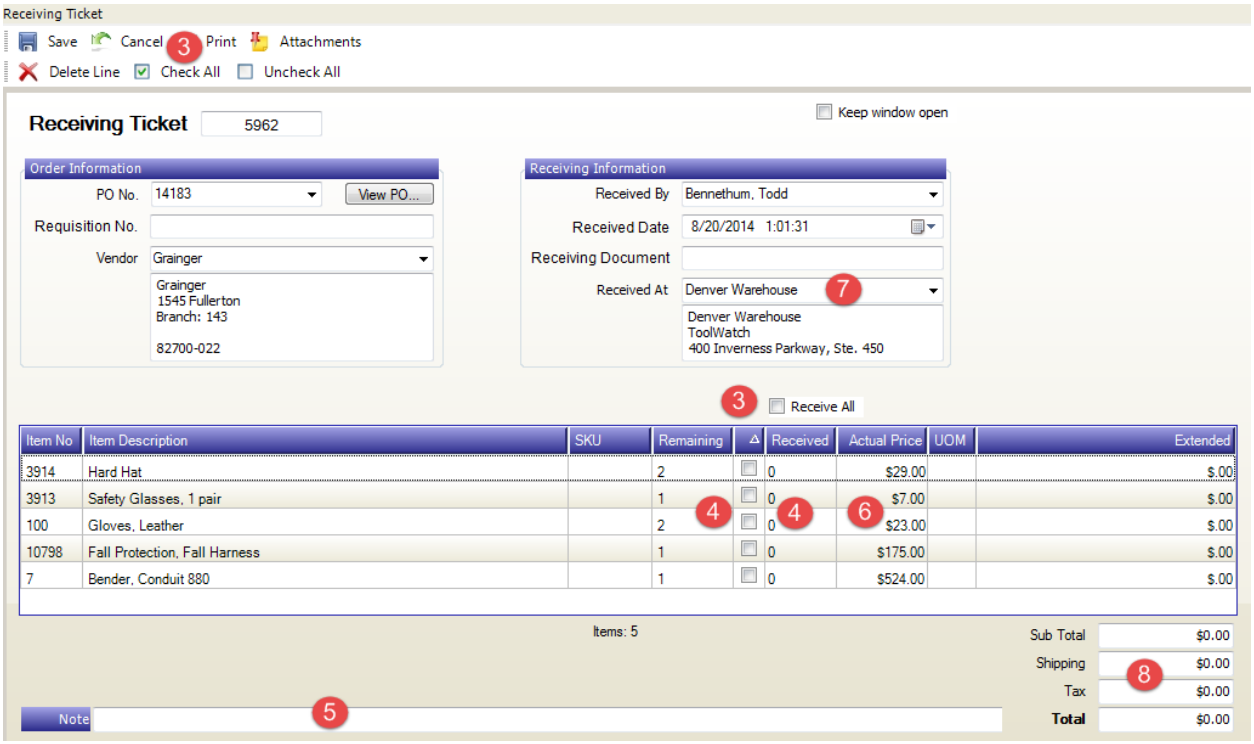
As well, you can record the actual amount charged for each item if it differs from the Purchase Order value. When this actual amount is recorded on the Receiving Ticket, Enterprise will calculate and update the **Average Purchase Cost** and the **Last Purchase Cost** *(*found on the Tool and Material Records) for each item received.

Receiving Items from a Purchase Order

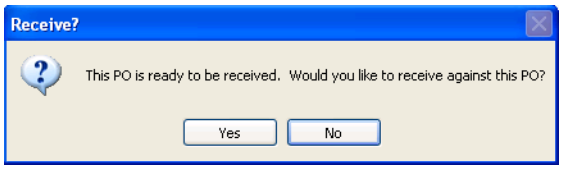
Begin by finding an existing Purchase Order, one in the **Waiting for Receipts** Status, in the Purchase Order Browser.

1. Search for a Purchase Order, in the **Open-Waiting for Receipts** Status, by following **Steps #1 – 3** in Viewing an Existing Purchase Order.
2. From the search results, highlight the Purchase Order of interest and click on the **Receive Purchase Order** button 

– this opens a **Receiving Ticket** window (see image).

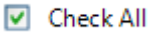


a. Alternatively, from the search results, double-click on the same Purchase Order. The following message appears:
b. Click the **Yes** button to open a Receiving Ticket window.



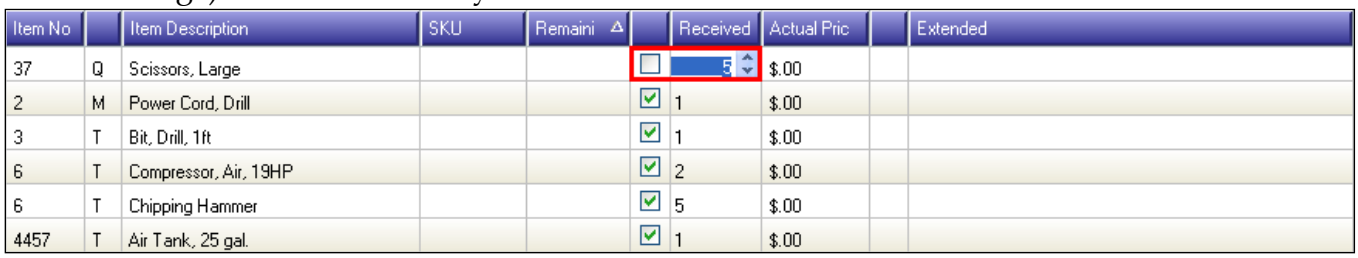
3. To receive <u>all</u> the items on the Receiving Ticket click either the:

- **Receive All** box

, located just above the column headers (see image)
- **Check All** box 

, located just above the **Receiving Ticket Number**

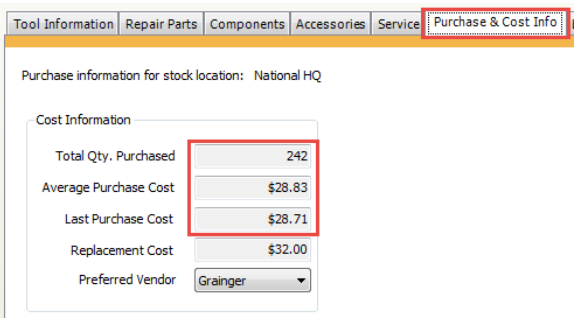
4. If some items are not included, manually check the box next to each item that has been received.
   a. For partial receipts, place the cursor arrow in the **Received** column field and adjust the number using either the arrows or typing in the correct number (see image). Press the Tab key.



5. As appropriate, add notes in the **Note** field at the bottom of the window.
6. If the actual price paid differs from the **Actual Price** that is listed on the Receiving Ticket:
   a. In the **Actual Price** column of the item in question, click on the price and modify as needed.
   b. Press the **Tab** key on your keyboard for the corrections to take place.

NOTE: The **Actual Price** column drives data from the **Purchase & Cost Info** tab (see image):

- on the tool and material records (**Total Quantity Purchased, Average Purchase Cost, Last Purchase Cost**)
- on all relevant tool and material reports



7. If the items are to be received at a Stock Location different from the original, edit the **Received At** field. When you save, all checked items will be assigned here; this will be reflected also on the Receiving Ticket but NOT on the Purchase Order.
8. Add in any **Shipping** or **Tax** values for this Purchase Order. Tab out for each value entered.
9. Each time you partially receive a Purchase Order, a Receiving Ticket is generated. All Receiving Tickets, whether complete or partial, are given a Status of **Closed** and can be found on the **Receiving Browser.**
10. When finished receiving any Receiving Ticket, click the **Save** button.

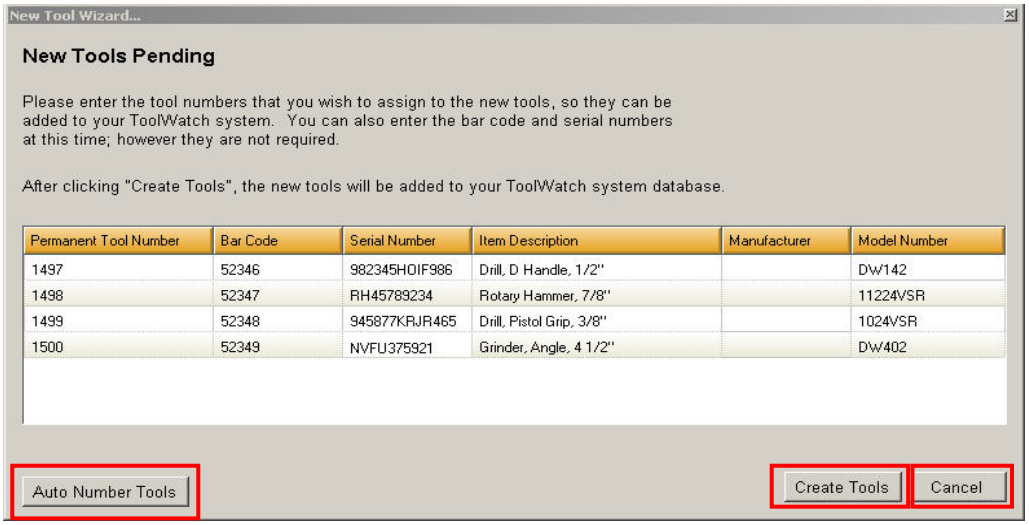
New Tool Wizard

The **New Tool Wizard** automatically adds new unique tools received from a Purchase Order and Receiving Ticket into the Tool Browser. This panel gathers information necessary for ToolWatch to create a new Tool Record to an existing Model Record for each new unique tool received into Enterprise.

Each tool must (1) be unique and (2) have a **Permanent Tool Number** assigned to it before it can be added to your inventory. The **Bar Code** and **Serial Number** fields are optional. The **New Tool Wizard** is a quick and accurate means of adding new Tool Records from your purchases.

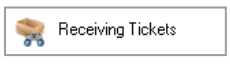
Enterprise can generate and assign Tool Numbers to new tools by clicking on the **Auto Number Tools** button. It applies Number Block rules, picking up from the next available number for a given Number Type.

If you would prefer to number the tools yourself, you can enter information into the **New Tool Wizard...** window (see image). Then click on the **Create Tools** button to have these tool records created using your data.


New Tool Wizard...
New Tools Pending
Please enter the tool numbers that you wish to assign to the new tools, so they can be added to your ToolWatch system. You can also enter the bar code and serial numbers at this time; however they are not required.
After clicking "Create Tools", the new tools will be added to your ToolWatch system database.
Permanent Tool Number
Bar Code
Serial Number
Item Description
Manufacturer
Model Number
1497 52346 982345HOIF986 Drill, D Handle, 1/2" DW142
1498 52347 RH45789234 Rotary Hammer, 7/8" 11224VSR
1499 52348 945877KRJR465 Drill, Pistol Grip, 3/8" 1024VSR
1500 52349 NVFU375921 Grinder, Angle, 4 1/2" DW402
Auto Number Tools
Create Tools
Cancel

NOTE: Clicking on the **Cancel** button of the **New Tool Wizard** will result in a failure to process the transaction and a loss of any changes to the ticket you made.

Viewing a Receiving Ticket

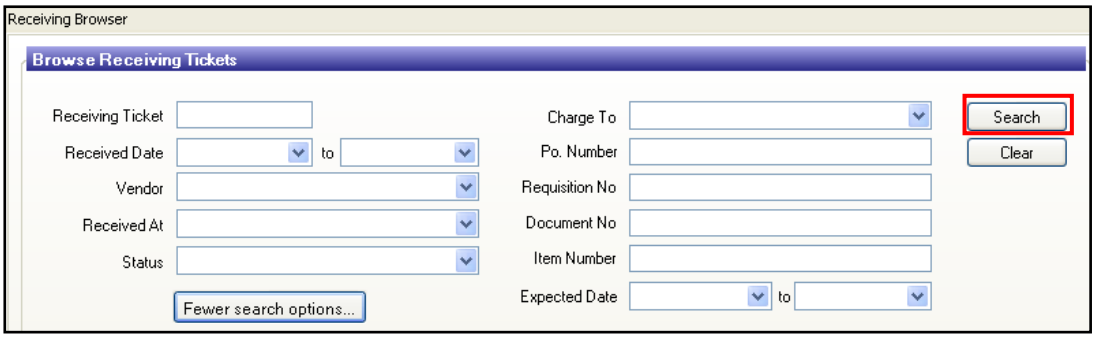
1. From the **Navigator** panel, select the **Purchasing & Receiving** module.
2. Click the **Receiving Tickets** button 

to open the **Receiving Browser**.

3. To search for:

   a. a specific Receiving Ticket OR
   b. a range of Receiving Tickets

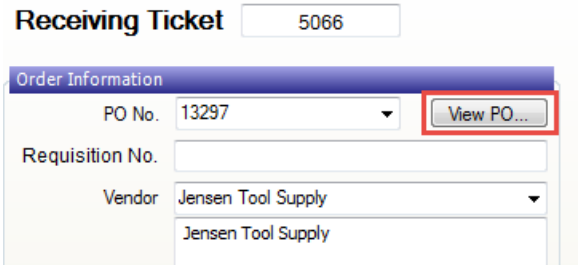
   enter information in the available fields (see image). Click on the **Search** button when done.



4. Click **More search options…** to uncover further search fields (see image). Click the **Search** button when done.

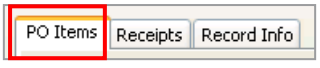
5. Double click on the Receiving Ticket of interest to open it.

NOTE: At any time while a Receiving Ticket is open, you can view the Purchase Order on which it is based by clicking the **View PO**… button (see image).



Purchase Order Tabs

1. PO Items Tab



The **Purchase Order** window opens to the first of 3 tabs called **PO Items** (see image). With this tab selected, you can add tools or materials from your existing Tool Model Records, Material Model Records or even add an item not in your current inventory. Neither of the other 2 tabs allow for data entry.

2. Receipts Tab

The **Receipts** tab displays a list of all items that have been received against a given Purchase Order. It is populated automatically when a corresponding Receiving Ticket for this purchase is created and saved.

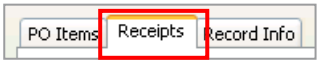
a. From the **Navigator** panel, select the **Purchasing & Receiving** module.

b. Click the Purchase Order button – the **Purchase Order Browser** appears.

c. From the **Purchase Order Browser,** select the **Closed** radio button and choose the Status "Done Receiving". Click **Search** to produce all Closed Purchase Orders with the "Done Receiving" Status. (For more information, see Viewing an Existing Purchase Order.)

d. Double-click the Purchase Order of interest to open it.

e. Click on the **Receipts** tab to review all purchased and received items from this Purchase Order. Here, actual **Item Numbers** are given for the **Model ID** numbers referenced in the **PO Items** tab.

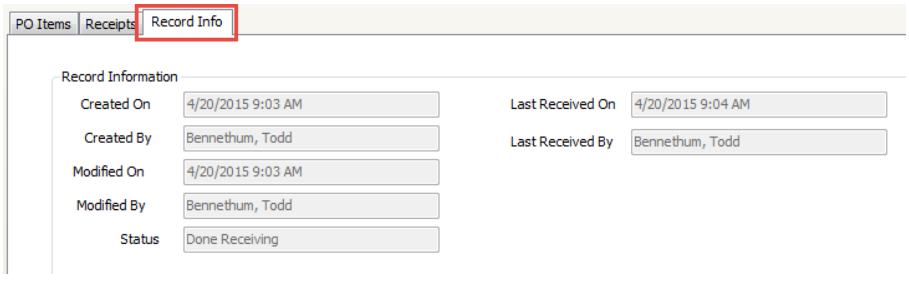


3. Record Info Tab

The **Record Info** tab displays information about who created and modified the Purchase Order as well as the **Creation date** and when it was last **Modified**.

Here is a summary of the information included in the **Record Info** tab (see image);

- **Created On** – the date the Purchase Order was created
- **Created By** – the name of the person who created the Purchase Order
- **Modified On** – the date the Purchase Order was last modified
- **Modified By** – the name of the person who modified the Purchase Order



- **Status** – the current status of the Purchase Order
- **Last Received On** – the date the Purchase Order was last received against
- **Last Received By** – the person who last received against the Purchase Order

Training Activity #27: Receive Against a Purchase Order

Scenario: The tools and materials from your Purchase Order have been shipped by the suppliers. You will now receive against those Purchase Orders in order to add the new items into your inventory.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- PURCHASING & RECEIVING > Receiving Tickets

1. Find and open the existing Purchase Order from Training Activity #26:

   a. use the **Purchase Order Browser**
   b. search by **Open** and **Waiting for Receipts** Status
   c. When asked if you would like to receive against this Purchase Order, click the **Yes** button.

2. Receive against this Purchase Order:

   a. Receive only the **extension cords, drill, shop towels** & **oil.**
   b. Change the **Actual Cost** of the drill on the Receiving Ticket to **$195.**
   c. **Save** your changes to the Receiving Ticket.
   d. Allow the **New Tool Wizard** to auto-number any unique tools.
   e. Open your Purchase Order and, on the **Receipts** tab, review all of your current received items.

3. Close the Purchase Order.

4. From the Purchase Order Browser, open and receive against the same Purchase Order yet again. (Note that this generates a new Receiving Ticket.)

   a. Receive all remaining items.

   b. Change the **Actual Cost** on the Receiving Ticket of these items to:
      i. can of spray paint = **$11.00**

   c. Add a **Shipping** charge of **$33.50.**

   d. Add a **Tax** charge of **$18.59.**

5. Click on the **View PO** button to open the Purchase Order.

6. **Save** and **Close** the open Receiving Ticket. It should have now a **Closed** Status.

7. Observe the Purchase Order. On the **Record Info** tab, review the available data: It should be populated with relevant information.

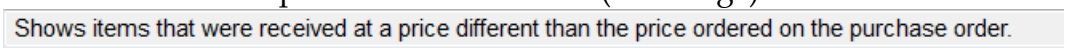
8. Close the Purchase Order.

9. Use the **Purchase Order Browser** to ensure that this Purchase Order is now **Closed** and in **Done Receiving** Status.

10. Within the Purchasing & Receiving module, click on the **Reports** button.

    a. Click once on the **Vendor Discrepancy Report**: This is a useful report to assess how well a particular vendor holds to its posted costs.

    b. Observe its description in the Note field (see image).



    c. In the **Options** section, enter these values:

    Begin Date = leave blank
    End Date = leave blank
    Group By = "Vendor and PO"
    Sort By = "Discrepancy"
    Vendor = "Grainger"

    d. Click the **Next >>** button to open the report.

    e. Compare results to see if the **Discrepancy** values correlate with the cost adjustments you made earlier.

    f. Close the Report window.

When done, compare your work to the Answer Key.

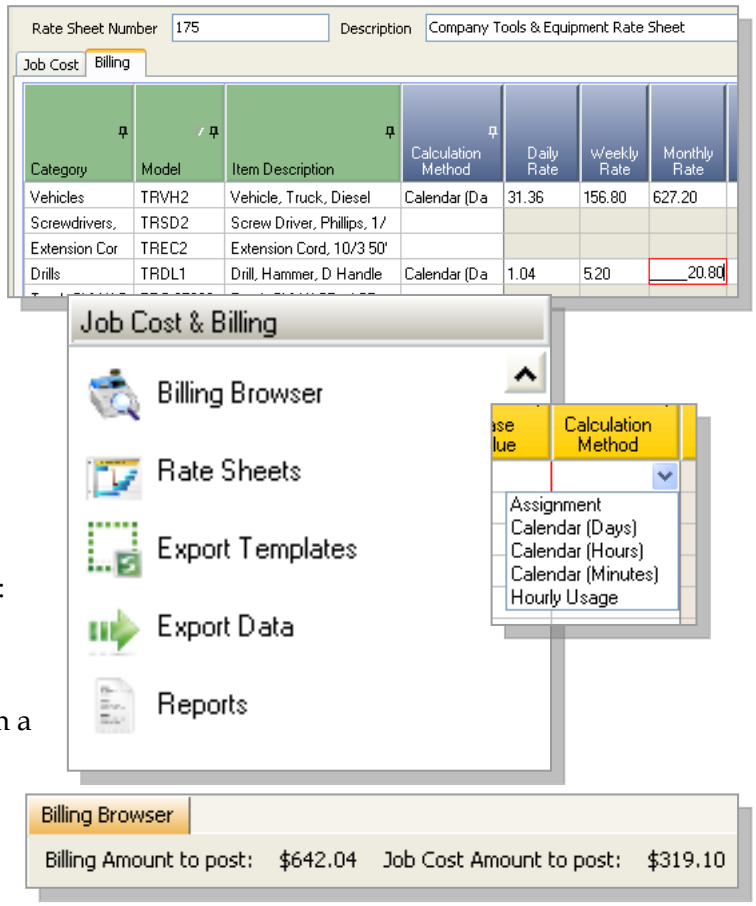
Job Cost & Billing

The robust accounting features of ToolWatch Enterprise enable you to generate not only concurrent Job Cost & Billing charges for any project but it also accommodates multiple billing calculation methods. You will learn how to customize such critical tools as Rate Sheets and Cost Centers to best fit your company's unique business model.

Later you will explore different ways to represent both posted and un-posted transactions including reports and exported data.

Upon successful completion of this Section, the learner will be able to:

- describe how the Job Cost & Billing module could meet their company's tool inventory needs
- implement a company Calendar that reflects accurately the following:
  a. a project's **Eligible Billable Hours**
  b. company **Holidays**
  c. any changes to default **Working Hours**
- create, edit and remove a **Cost Center**
- distinguish between a Cost Center and a **Cost Code**
- create, edit and remove a Cost Code
- identify these as key features of a **Rate Sheet**:
  a. set at **Model Record** level
  b. **Rate Sheet Browser** (also how to use it)
  c. 2 types of (tools, materials)
  d. **Job Cost** and **Billing** tabs
  e. **Base Value** column
- create Rate Sheets for each of the following:
  a. **Tools & Equipment**
  b. **Materials & Consumables**
  c. illustrate how to create a Rate Sheet from a copy
- set up **Rate Sheet Rules** including when and how to establish **Migration Points**
- explain how each of these **Calculation**



Methods is determined and when it is used in Job Cost & Billing:
   a. **Assignment**
   b. Calendar
   c. **Hourly Usage**
- compare each of these **Groupings** in terms of when they are used and how they are applied:
   a. **Idle Rate**
   b. **Maintenance**
   c. **Return Credit**
   d. **Minimum** and **Maximum Charge**
   e. **Loss Charge**
- list the requirements for accrual of Job Costs and Billing Charges
- attach a Rate Sheet to a Cost Center
- set up a Transfer Ticket to initiate a **Billing Stream**, correctly placing locations and Cost Centers
- distinguish between **Open** and **Closed Billing Streams**
- describe the **Billing Browser**, its interface and list 2-3 of its key functions
- diagram the Billing Browser **workflow**
- discuss the role of the **Equipment Usage Log** in generating charges
- add a **Related Item Charge** to a Rate Sheet
- outline the main procedures involved in each of these tasks:
   a. **calculatin**g **un-posted** Job Cost and Billing Charges
   b. viewing and analyzing un-posted charges
   c. **stopping** Job Cost and Billing Charges
   d. **posting** Job Cost and Billing **transactions**
- match each of the tasks above with the relevant window listed below:
   a. **Cost Center Calculation**
   b. Billing Browser
   c. **Transaction Detail**
   d. **Posting**
- state at least 2 conditions that would result in a Closed Billing Stream
- adjust calculated charges by **Adding in Miscellaneous Charges**
- determine the type of reporting option that best represents posted data (e.g.., stock Report, custom Export Template)
- create a custom **Export Template** and export Job Cost & Billing data into it

Introduction

As was the case with our study of Enterprise, we begin this module, **Job Cost & Billing**, in *Phase One* of two similar phases. (Please note that this module requires a solid understanding of Enterprise for success.) Here in Phase One, the focus is on learning about and setting up the "rules" of Job Cost & Billing; these rules include such tasks as the Company Calendar, Cost Centers and Rate Sheets. After mastery of these rules, we move onto *Phase Two* wherein we learn how to "play by these rules", using the module on a regular basis.

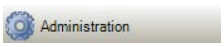
Ultimately, the Job Cost & Billing module will enable you to track easily and accurately the costs of your tools and materials, and concurrently to generate customer billing charges. Generally such charges are the result of items being transferred (assigned) to various Stock Locations, job sites, or employees: Literally, this is where virtually all related calculations begin, with the click of the "Process Transfer" button.

The Company Calendar

Establishing Default Project Hours

The first step in using the Job Cost & Billing module is to set up your company's default project hours in the **Company Calendar**. This is typically done by a ToolWatch Administrator. The Company Calendar enables you to establish the regular working days and working hours for your company.

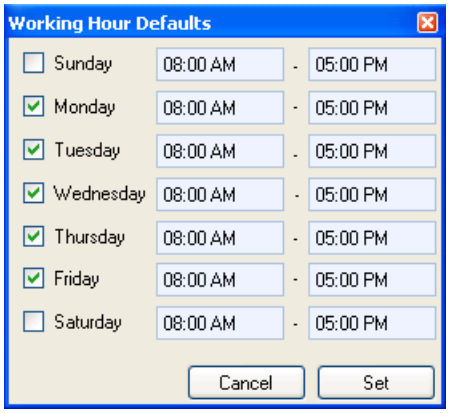
ToolWatch Enterprise uses either the general Company Calendar or a more specific **Project Calendar** (discussed later) to determine the total hours that are eligible to be charged during a specified billing period.

1. From the **Navigator** panel, click the **Administration** module. 

2. Click the **Company Calendar**

button to open the **Company Default Calendar** window.
3. Click the **Manage Project Defaults…** button.

4. From the **Working Hour Defaults** window that appears, set your default project days and hours (see image).


Working Hour Defaults
Sunday 08:00 AM - 05:00 PM
Monday 08:00 AM - 05:00 PM
Tuesday 08:00 AM - 05:00 PM
Wednesday 08:00 AM - 05:00 PM
Thursday 08:00 AM - 05:00 PM
Friday 08:00 AM - 05:00 PM
Saturday 08:00 AM - 05:00 PM
Cancel
Set

- these represent days and hours that are eligible and billable
- values may be edited at any time

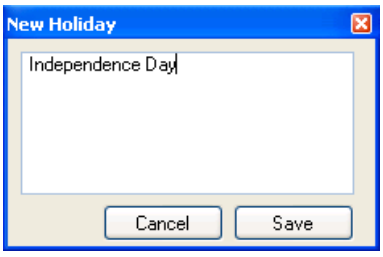
5. When finished, click the **Set** button to set your changes.
6. Click **Save** on the **Company Default Calendar** to close the window.

Adding Company Holidays

The holidays an organization observes are established in the Company Calendar. **Charges do not accrue for any project on a holiday**.

1. From the **Navigator** panel, click the **Administration** module.
2. Click the **Company Calendar** button to open the **Company Default Calendar** window.
3. On the calendar, click once on the day in question (e.g., July 4th) to highlight it.
4. Click the **Set as Holiday** button -

this opens the **New Holiday** window (see image).
5. Enter in the name of the holiday referenced in Step #3.
6. Click **Save** twice to close out.



NOTE: As holiday dates change from one year to the next, it is necessary for your ToolWatch Administrator to revisit these settings at the beginning of each new year.

Training Activity #28: Create a Company Calendar

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > The Company Calendar > Establishing Default Project Hours

1. The majority of your projects work a 6-day week with Sundays off. Typical work hours are Monday to Friday from 7:00am to 4:00pm; Saturdays are from 10am – 3pm.

2. Your company recognizes the following non-billable holidays:
   - New Year's Day, January 1st
   - Independence Day, July 4th
   - Thanksgiving, last Thursday in November

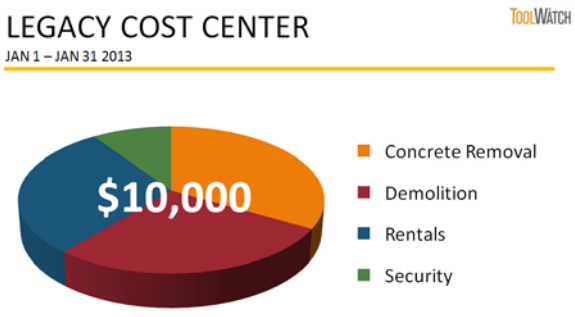
3. Set-up your Company Calendar to follow the above details.

   When done, compare your work to the Answer Key.

Cost Centers and Cost Codes

The next step in using the Job Cost & Billing module is to establish your **Cost Centers** and **Cost Codes**. All Job Cost & Billing charges accrue in user-defined spaces called "Cost Centers" that can be associated with locations or employees. Each Cost Center can be further subdivided into multiple "Cost Codes" for greater specificity of charge tracking and reporting.

By way of example, here we see a Cost Center that accrued $10K in charges for the month of January 2013. All of these charges came from 4 areas: (1) concrete removal, (2) demolition, (3) rentals and (4) security. For this Cost Center, these areas would represent Cost Codes, providing better representation of how these charges were distributed.



An important concept to note is that when creating various transactions for tools and materials (e.g., transfers and work orders), the items are not actually assigned to Cost Centers *per se* but rather they are assigned to locations (such as projects and warehouses) and/or employees. It is done this way because the transaction must

contain information that designates which Cost Center is to be charged along with where, for whom, etc.

There is no limit to the number of locations or employees that can be linked to any one Cost Center. One benefit to this is that while the actual locations of the tools and equipment on a large site can be broken down into smaller areas, all of their associated charges will land in just one Cost Center account.

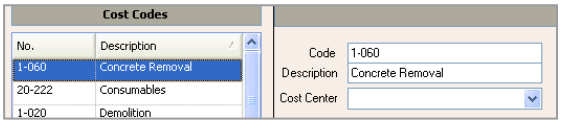
Creating Cost Codes

Job Cost & Billing information can be grouped into **Cost Codes** for more specific reporting or compatibility with your accounting system. Each Cost Center can have any number of Cost Codes to help divide the charges. When you create a Cost Code, you can use it with multiple Cost Centers and share it with others within your organization.

1. Click on the **Lists** tab.
2. Under the Job Cost & Billing section, click on **Cost Codes…**
3. On the **Cost Codes** window, click the **Create New** button.
4. In the **Description** field, enter in a description of the new Cost Code(s).
5. Click on **Save** then **Finished** to close the window.

Editing a Cost Code

1. Click on the **Lists** tab.
2. Under the Job Cost & Billing section, click on **Cost Codes…**
3. On the **Cost Codes** window, highlight the Cost Code to be edited (see image).
4. In the right-hand panel, edit the Cost Code's relevant information.
5. Click on **Save** then **Finished** to close the window.



Training Activity #29: Create Cost Codes

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > Cost Centers & Cost Codes > Creating Cost Codes

Create 3 Cost Codes. The Descriptions for each are as follows:

- General Conditions
- Service
- Trucking & Hauling

When done, compare your work to the Answer Key.

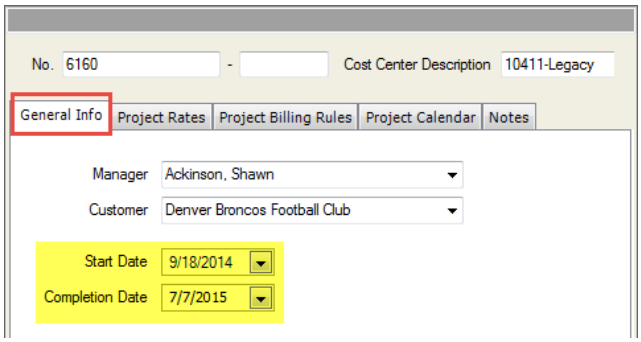
Creating a Cost Center

1. Click on the **Lists** tab.
2. Under the Job Cost & Billing section, click on **Cost Centers…**
3. On the **Cost Centers** window, click the **Create New** button.
4. In the **Cost Center Description** field, enter in a description of your new Cost Center.
5. Click on **Save** then click on **Finished.**

NOTE: Be sure to Save each new Cost Center BEFORE doing any further editing on it or you may generate an error message and/or lose your work.

General Info Tab

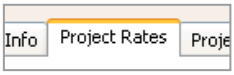
All data on this tab is optional, for communication and notation purposes only (see image). To illustrate this point, if a given Cost Center were used prior to a selected **Start Date**, or after a selected **Completion Date**, charges would still accrue.



Attaching Rate Sheets to a Cost Center

You can designate which **Rate Sheets** are to be used by a given Cost Center during Job Cost & Billing calculations; the Rate Sheets you designate will furnish the rates and charge "rules" to the calculation algorithms.

Consider that **a Rate Sheet must be created already to attach it** to a Cost Center.

1. Click on the **Lists** tab.
2. Under the Job Cost & Billing section, click on **Cost Centers…**
3. In the list of **Cost Centers**, highlight one of interest.
4. Click the **Project Rates** tab and: 

   a. from the **Tools & Equipment Rate Sheet** drop-down menu, select a Rate Sheet (already created)
   b. from the **Materials & Consumables Rate Sheet** drop-down menu, select a Rate Sheet (already created)
5. Click on **Save** then click on **Finished.**

Project Billing Rules

Say you are billing out quantity tools such as screwdrivers that are indistinguishable from one another. One screwdriver goes out on Monday, another on Wednesday. On Thursday, one of the 2 screwdrivers being billed is returned for billing credit. Which one? Is it the one that went out on Monday? Or the one that went out on Wednesday?

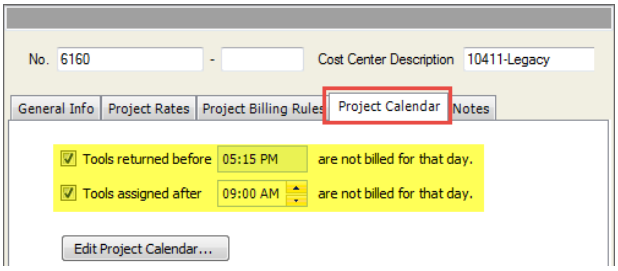
LOFI (Last Out-First In) and **FOFI** (First Out-First In) represent your order choices to deal with such situations. As you cannot always anticipate these circumstances, we suggest that unless you know which one benefits you, simply choose one and let the law of averages take over from there.

Editing the Project Calendar

ToolWatch Enterprise uses either the **Company Calendar** or the **Project Calendar** to determine the total hours that are eligible to be charged during a billing period. **The Company Calendar serves as the default.** If you would like a particular Cost Center to have its hours determined by anything other than the Company Calendar, you will need to make those edits in the Project Calendar.

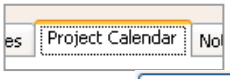
NOTE: If you use **Edit Project Calendar** for a particular Cost Center, any saved changes made will supersede those made to the default Company Calendar. Also, any changes to the Company Calendar moving forward will NOT occur in the Project Calendar - Those changes will need to be made manually.

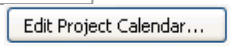
a. **Tools Assigned or Returned Rules**


No. 6160
Cost Center Description 10411-Legacy
General Info
Project Rates
Project Billing Rules
Project Calendar
Notes
Tools returned before 05:15 PM are not billed for that day.
Tools assigned after 09:00 AM are not billed for that day.
Edit Project Calendar...

By checking the appropriate box, and filling in a time (AM or PM), you can designate rules for when a tool is billed for a given day (see image). To manipulate the time, place the cursor onto each of the 3 lines, then use the up/down arrows to edit these values.

b. **Establishing Default Project Hours for a Particular Cost Center**

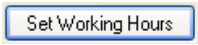
1. Follow **Steps #1-3** in Attaching Rate Sheets to a Cost Center.
2. Click the **Project Calendar** tab. 

3. Click the **Edit Project Calendar…** button 

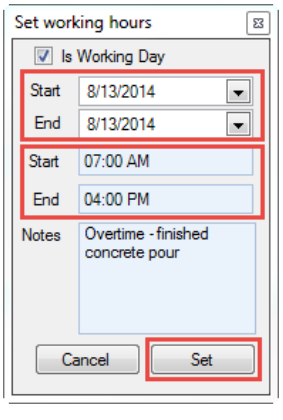
to open the **Calendar** window.
4. Click on the **Manage Project Defaults…** button.
5. From the **Working Hour Defaults** window that appears, set your default project hours for this particular Cost Center. (NOTE: These will override your previous **Company Calendar** settings.)
6. When finished, click the **Set** button then **Save** to close the window.

c. **Recording Actual Hours Worked**

If the actual (or expected) hours worked for a particular window of time differ from the default hours that were established in the Project Calendar, you can override the defaults manually.

1. Follow **Steps #1-3** in Attaching Rate Sheets to a Cost Center.
2. Click the **Edit Project Calendar…** button to open the **Calendar** window.
3. Click the **Set Working Hours** button 

to open the **Set working hours** window (see image).
4. Using the 1st set of **Start** and **End** fields, choose the appropriate Start and End days for the Cost Center.
5. Using the 2nd set of **Start** and **End** fields, designate the appropriate Start and End time of day for the Cost Center. (NOTE: These will override your previous **Company Calendar** settings.)
6. In the **Notes** field, document any additional relevant information.



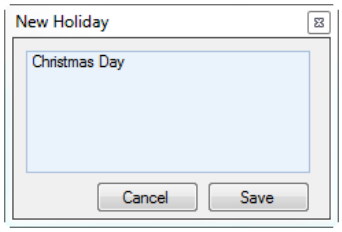
7. When finished, click the **Set** button then **Save** to close the window.

d. Creating Project Holidays

The holidays an organization observes are usually established in the Company Calendar and then inherited by each Project Calendar. When you edit the Cost Center's Project Calendar, you can add or delete additional holidays.

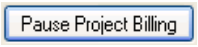
1. Follow **Steps #1-3** in Attaching Rate Sheets to a Cost Center.
2. Click the **Edit Project Calendar…** button to open the **Calendar** window.
3. Click once on the day in question (e.g., December 25th).
4. Click the **Set as Holiday** button

to open the **New Holiday** window (see image).
5. Enter in the name of the holiday in question.
6. When finished, click the **Save** button then **Save** again to close the window.

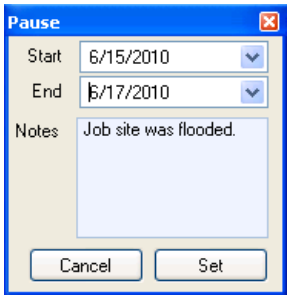


e. Pausing Project Job Cost & Billing

When you create a **Pause** event on the Project Calendar, all of the time from the *Start* date to the *End* date will be deducted from the total possible hours during the calculations for Job Cost & Billing.

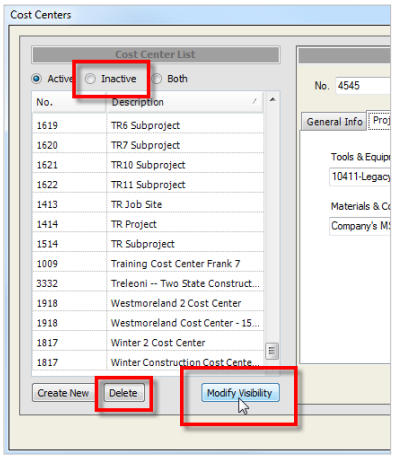
1. Follow **Steps #1-3** in Attaching Rate Sheets to a Cost Center.
2. Click the **Edit Project Calendar…** button to open the **Calendar** window.
3. Click the **Pause Project Billing** button 

to open the **Pause** window (see image).
4. Choose appropriate **Start** and **End** dates.
5. In the **Notes** field, document any additional relevant information.
6. When finished, click the **Set** button then **Save** to close the window.



f. Removing Cost Centers

There are currently 2 ways to "remove" a Cost Center: (1) modify its visibility or (2) delete it (see image). Both of these methods will remove the Cost Center from the Billing Browser of Job Cost & Billing. Additionally, deleting it will place the Cost Center in the **Recycle Bin** and make it unavailable for further use.



NOTE: As of the date of this writing, the **Inactive** (and **Both**) radio buttons in the **Cost Centers** window are solely placeholders for an upcoming feature.

Training Activity #30: Create Cost Centers

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > Cost Centers & Cost Codes > Creating a Cost Center

Create 3 Cost Centers such that:

For your 1st Cost Center

1. The **Cost Center Description** is the title of your first location, *10411 – Legacy.*
2. The **Project Rates** will be completed at a later time.
3. Issue credits for your quantity tools based on **FOFI**.
4. The crew will be working overtime next Wednesday due to a concrete pour. Note this. Adjust the eligible billing hours to 6:00am – 7:00pm.

For the 2nd Cost Center

1. The **Cost Center Description** is the title of your second location, *Stoneybrook.*
2. The **Project Rates** will be completed at a later time.
3. Issue credits for your quantity tools based on **FOFI**.
4. There was a flood at your project last week. Note this. Pause project billing from **last** Tuesday through **last** Thursday.

For your 3rd Cost Center

1. The **Cost Center Description** is *Stoneybrook Subproject.*
2. The **Project Rates** will be completed at a later time.
3. Issue credits for your quantity tools based on **LOFI**.
4. Indicate that tools assigned after 4:30 pm will NOT be billed for that day.

When done, compare your work to the Answer Key

Rate Sheets

The third step in using the Job Cost & Billing module is to set up your **Rate Sheets**. Rate Sheets are a critical component of this module. They enable you to establish the rates by which tools and materials will be charged. Each Rate Sheet stores these rates independently for both Job Cost and Billing charges.

NOTE: You must have a live internet connection to access **Rate Sheets**.

Rate Sheets allow you to establish not only costing and billing rates, they enable you also to configure such items as: (1) miscellaneous charges, (2) idle time, (3) minimum and maximum charges, (4) maintenance rates and (5) loss charges associated with each and every piece of equipment in inventory.

Rate Sheets can be created specifically for each job or they can be shared across your entire organization. Most companies create shared Rate Sheets to support their standard rates, adding with other Rate Sheets more specific to certain jobs. There is no limit to the number and type of Rate Sheets you can create and configure, enabling you to support virtually any contract situation your business may encounter.

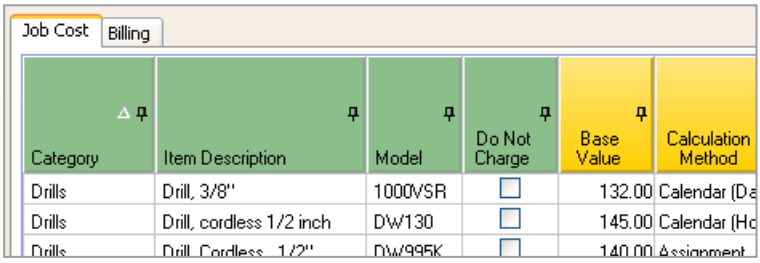
In ToolWatch Enterprise, there are 2 types of Rate Sheets you may create:

- **Tools & Equipment** Rate Sheets for any tools (unique or quantity) or related equipment
- **Materials & Consumables** Rate Sheets for material inventory or consumable items.

Although different, each type of Rate Sheet described here shares a number of features. We will explore some of the most significant of those here.

The Rate Sheet User Interface

Rate Sheet Tabs



Each ToolWatch Enterprise Rate Sheet contains 2 tabs: One, labeled "Job Cost", is for Job Cost rates; the other, "Billing" is for Billing rates (see image). Because ToolWatch Enterprise simultaneously accrues Job Cost and Billing charges, we will use the term "charge" when the conversation is common to both types. In reality, both types are treated identically by the software even though they accrue data independently and can be configured equally.

Unlike their different color schemes, both tabs contain much the same information in their rows and columns. Rates and other calculations are configured differently for each tab. Many organizations will configure the **Job Cost** tab with rates that reflect their true costs (i.e., what is paid out) and configure the **Billing** tab with rates that generate greater amounts for internal or external customers (i.e., what is being collected).

Consider this point: If both tabs were configured with exactly the same rates, each would generate data identical to the other.

NOTE: Think of **Job Costs** as how much it COSTS YOU for others to use your tools, etc. – your maintenance and purchase costs. On the other hand, think of **Billing** as how much YOU CHARGE others to use your tools, etc. – your revenue.

Line Items Load Dynamically

The horizontal rows displayed on a Rate Sheet represent Model Records in your database – one row per each model. When you are connected online, the list of Model Records is built dynamically each time the Rate Sheet is opened for viewing or editing.

The dynamic loading of the Rate Sheet guarantees that all Model Records are represented on the sheet. If someone creates a new record after the Rate Sheet has been created, it will be displayed the next time the Rate Sheet is opened. Essentially, the Rate Sheet must be edited somehow to establish the changes for the new model.

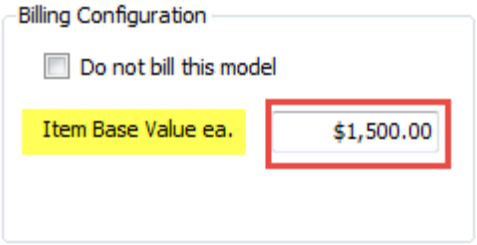
Another benefit of having each row on a Rate Sheet represent a Model Record, and not a specific item, is this: Tools that are being charged to a project dynamically take on all of the attributes of the Rate Sheet being used for that project.

For example, your company may have 50 generators of the same make and model number. You establish a rate of $100.00 per day for that model on a Rate Sheet. When any one of the 50 generators representing that model is assigned to a project, using that Rate Sheet, it will be charged $100.00 a day.

Now if that same generator that was on the first project is moved to a different project, one using a different Rate Sheet with a rate set at $80.00 per day, that project will be charged $80.00 per day for the same generator.

Item Base Value

This is the single most important value on the Rate Sheet as it is the basis for many subsequent calculations performed by the Rate Sheet. This value can be populated in 1 of 2 ways: (1) manually and (2) when the Rate Sheet loads.



Recall that the **Item Base Value** represents a value entered onto either a Tool or Material Model Record (see image) when it was created initially. If this value is on the Model Record before a Calculation Method is chosen, any changes to it will be placed onto the Rate Sheet automatically; once a Calculation Method is chosen, that value will remain fixed. If no value is entered, it will need to be entered manually onto the Rate Sheet for a calculation to occur.

NOTE: Any subsequent changes to the Item Base Value on the already created Model Record, after selection of a Calculation Method, will NOT be updated onto the Rate Sheet.

This is a common misconception among ToolWatch users. As well, changes to the Rate Sheet will not affect the Model Record – this is a one-way only communication.

Navigation Tips

Moving among the cells composing the Rate Sheet can be a bit tricky. The easiest way to avoid any problems is to remember to "tab-tab-tab" (i.e., use the **Tab** key to move forward from one cell to the next). **NEVER use the arrow or Enter keys!**

When you tab into a cell, the existing value should be highlighted (see image).

To edit any cell values, be sure the number is highlighted completely; then re-type the newer number in that space. You may use a decimal point but DO NOT include other characters such as $ or %.

After making your changes, be sure to TAB OUT of the cell – This is what activates the change at the code level.

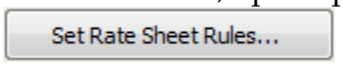
Rate Migration

Rate Sheet Rules

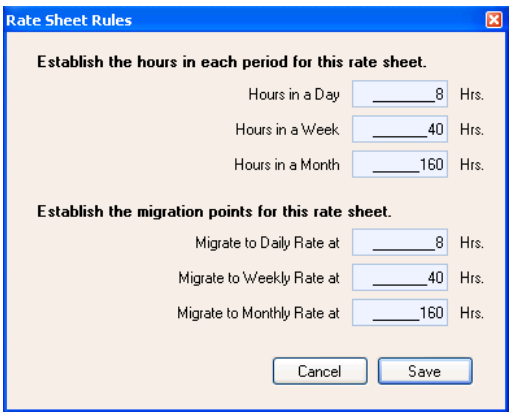
When setting up a new Rate Sheet, you are asked first to define your **Rate Sheet Rules**. These settings are critical to how Enterprise will apply its billing strategies to those circumstances over which they apply. Firstly, these rules apply ONLY when the **Calendar Calculation Method** is selected.

The Calendar Calculation Method determines which rate to charge (i.e., **Hourly Rate**, **Daily Rate**, **Weekly Rate** or **Monthly Rate**) an item based on how long it has been assigned to a project.

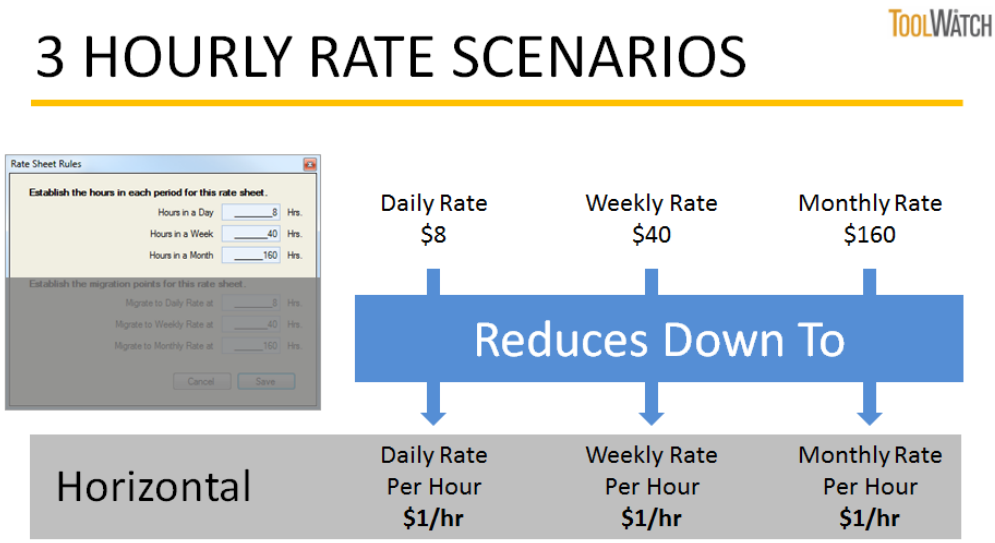
When ToolWatch Enterprise calculates the charges for an item using any of the Calendar calculation methods, it first determines the total billable time to charge. The appropriate rate used for the item is determined by the item's **Rate Sheet**. Here, rates are calculated as hourly, daily, weekly and/or monthly. Enterprise chooses the rate based on the number of billable hours the item has accrued since being assigned to the project.

To set your rates (rules) for a particular Rate Sheet, open up the Rate Sheet of interest and click the **Set Rate Sheet Rules** 

button near the top: The Rate Sheet Rules window appears (see image).


Rate Sheet Rules
Establish the hours in each period for this rate sheet.
Hours in a Day 8 Hrs.
Hours in a Week 40 Hrs.
Hours in a Month 160 Hrs.
Establish the migration points for this rate sheet.
Migrate to Daily Rate at 8 Hrs.
Migrate to Weekly Rate at 40 Hrs.
Migrate to Monthly Rate at 160 Hrs.
Cancel
Save

If you would like the billing rate to remain constant, simply establish the same effective **rate per hour** for each rate type (i.e., Hourly, Daily, Weekly and/or Monthly) – see image.



Migration Points

Enterprise will migrate up from the Hourly Rate to the Daily Rate when an item has been assigned to a project more than one workday (as established by the organization or **Rate Sheet Rules**; default 8 hours).

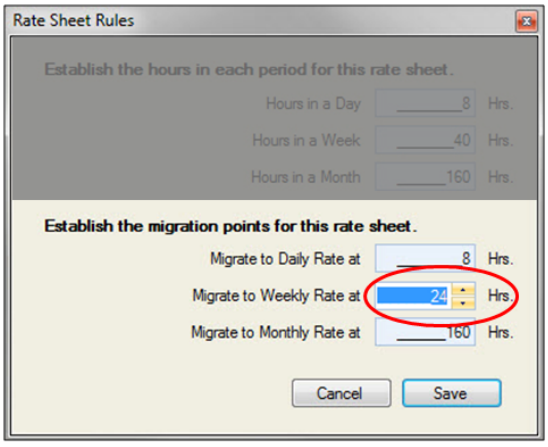
Enterprise will migrate up from the Daily Rate to the Weekly Rate when an item has been assigned to a project at least one full work week (as established by the organization or **Rate Sheet Rules**; default 40 hours).

Enterprise will migrate up from the Weekly Rate to the Monthly Rate when an item has been assigned to a project at least one full work month (as established by the organization or **Rate Sheet Rules**; default 160 hours).

As shown earlier, you can manipulate the billing rate by establishing different effective rates (or **rate per hour**) for the various rate types – Here is an example showing how to do so in conjunction with Migration Points:

TOOLWATCH

MIGRATION EXAMPLE


Rate Sheet Rules
Establish the hours in each period for this rate sheet.
Hours in a Day 8 Hrs.
Hours in a Week 40 Hrs.
Hours in a Month 160 Hrs.
Establish the migration points for this rate sheet.
Migrate to Daily Rate at 8 Hrs.
Migrate to Weekly Rate at 24 Hrs.
Migrate to Monthly Rate at 160 Hrs.
Cancel
Save

Calculation Methods

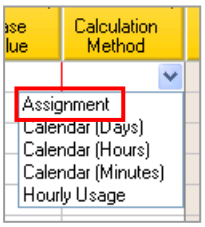
ToolWatch Enterprise provides 3 methods for calculating Job Cost and Billing charges. Each **Calculation Method** allows for additional attributes (e.g., Minimum Charge, Idle Rate Charge) that can be applied to modify the calculation. Each Calculation Method has at least one **required** grouping to go along with others that can be added **optionally**.

Once you have selected a Calculation Method, a few other things occur as a result:

1. The cell must be populated by a Calculation Method (i.e., it can no longer be empty).
2. Once selected, this Calculation Method can be changed but not removed.
3. The Base Value is "locked" into place such that any updates to the **Item Base Value** on the Model Record will not be updated on the Rate Sheet – Now only a manual change of the value directly onto the Rate Sheet will result in altering the value.

a. **Assignment Method**

The **Assignment** Calculation Method will generate a fixed charge each time the item is assigned, regardless of the assignment's duration.



Required: **Initial Charge Grouping**

Optional (common): **Return Credit Grouping**

b. **Calendar Method**

The **Calendar** Calculation Method will charge based on the length of time an item is assigned to a job. Charges continue to accrue until the item is: (a) returned to the Stock Location from which it was assigned, (b) reassigned to a different project, or (c) retired from inventory.

Enterprise calculates the elapsed time between the starting transaction (or when an item is assigned to a project) and the ending transaction (when the item is returned or reassigned) to determine the total elapsed time between the two transactions. It then deducts all non-work days and hours (from the Company and Project Calendars) to arrive at the item's total billable time.

While Enterprise calculates all charges to the accuracy of minutes, you can choose from 3 levels of rounding for the results: Minutes, Hours and Days.

For example, if you want to see the charges rounded up to full days, select "Calendar (Days)", and Enterprise will round the charges up to full days. All charges are rounded up to the FULL unit chosen, so if you choose Calendar (Days), then one day plus one minute will be charged as two full DAYS.

Required: **Daily, Weekly, Monthly Rate Groupings** for **Calendar (Days)**

Daily, Weekly, Monthly and **Hourly Usage Rate Groupings** for **Calendar (Minutes, Hours)**

Optional (common): **Maintenance Rate Grouping**

c. **Hourly Usage Method**

The **Hourly Usage** Calculation Method will generate a charge only when the actual hours used for a unique (not quantity) tool have been recorded in the **Equipment Usage Log** or if an **Idle Rate** has been established. Typically, this method is used for large equipment where the actual usage hours are recorded and reported by an operator.

Required: **Hourly Usage Rate Grouping**

Optional: **Idle Rate Grouping** (common)

Calculation Method Groupings

Each Calculation Method can have additional **Rate Sheet Groupings** that can be applied to the calculation. The availability of the grouping depends on the Tracking Method used for the item (e.g., tracked by Unique ID or Quantity).

The table below displays which groupings can be applied to the various Calculation & Tracking Methods on the Rate Sheet. (Y = yes it can be applied)

Calculation and Tracking Methods

Groupings	Assignment, Unique ID Item	Assignment, Qty Tracked Item	Calendar, Unique ID Item	Calendar, Qty Tracked Item	Hourly Usage, Unique ID Item
Initial Charge	Y	Y			
Return Credit	Y	Y			
Minimum Charge			Y	Y	Y
Max Item Charge	Y		Y		Y
Max Job Charge	Y	Y	Y	Y	Y
Maintenance Rate (Item)			Y		Y
Maintenance Rate (Job)			Y		Y
Idle Rate					Y
Loss Charge	Y	Y	Y	Y	Y

Calculation Methods Grouping Table

Column Headings

The labels at the top of each column, and the behavior of each column, are identical on both the *Job Cost* and the *Billing* tabs, so we will discuss them together here.

a. **Non-Grouping Headings**

1. **Category**

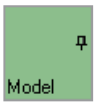
The **Category** column displays the name of the Category from the Model Record. The model categories are set initially on the Model Record and created as a Lists item.

2. **Item Description**

The **Item Description** column displays the Description of the Model Record. The descriptions are set initially on the Model Record.

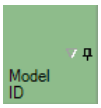
3. **Model**

The **Model** column displays the Model Number information entered on the Model Record.



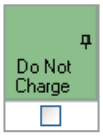
4. **Model ID** (on Job Cost tab only)

The **Model ID** column displays the Model ID information found on the Model Record. This number, unless otherwise indicated, is generated by ToolWatch.



5. **Do Not Charge**

Selecting the check box in this column for a single row will cause the model in that row to be skipped during the Job Cost and Billing calculation process. NO tools that share this Model Record - and this Rate Sheet - will generate a charge when they are assigned.



6. **Base Value**

The **Base Value** cell is likely the most significant cell of all cells on a row. It represents the value referenced by many cells involved in rate sheet calculations.

For example, **all percentage cells on the Rate Sheet use the Base Value to calculate their related cells**. If a Base Value of $1,000 is established, and 80% is entered into the *Initial Charge%* cell, the Rate Sheet will calculate $800 (or 80% of $1000) into the *Initial Charge* cell. However, if $800 is entered into the *Initial Charge* cell, the Rate Sheet will calculate and display 80%($1000/$800) in the *Initial Charge%* cell.

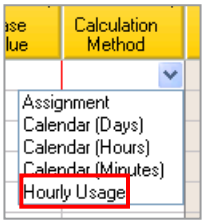
If the Base Value for a model has been established on the Model Record (the *Item Base Value* field), before a Rate Sheet is created AND before a Calculation Method is assigned, the Base Value will be populated dynamically into the Rate Sheet each

time it is created. Once a Calculation Method is assigned, the Base Value will be "locked" into the last Item Base Value uploaded.

Any changes to the Base Value moving forward will have to occur manually (i.e., overwriting the value on the Rate Sheet). This communication is one-way: Such changes will not be communicated to the Model Record.

b. **Required Grouping Headings**

1. **Hourly Usage Rate Grouping**



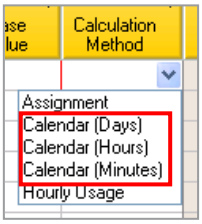
The **Hourly Usage Rate** is used when the Job Cost and Billing module calculates charges for tools and equipment that use the **Hourly Usage** Calculation Method. This rate is also used for tools using the **Calendar** Calculation Method when the Hours or Minutes selection is made.

The first cell in this group (of 2) *(Hourly Usage Rate%)* enables you to enter a percentage value and then let the Rate Sheet calculate and display the actual *Hourly Usage Rate.*

The second cell in this group *(Hourly Usage Rate)* is the actual rate that will be used when the calculations are performed. If you know the amount of the *Hourly Usage Rate*, enter it into this cell, and the Rate Sheet will calculate and display the value of the other cell.

Required With: **Hourly Usage Calculation Method,**
Calendar (Hours, Minutes) Calculation Method

2. **Daily Rate Grouping**



The **Daily Rate** is used when the Job Cost and Billing module calculates charges for tools and equipment that use any of the **Calendar** Calculation Methods. This rate will be applied to items that have exceeded the **Hourly Rate** time period but have not yet migrated to the **Weekly Rate**.

Calculations here always distill all accrued calendar time down to hours for the purposes of calculating the charges. If you already know the Daily Rate for an item, you can simply enter it into the *Daily Rate* cell and let the Rate Sheet convert this value and then display it into the *Effective Daily Rate Per Hour* cell.

The first cell in this group (of 3) *(Effective Daily Rate Per Hour%)* enables you to enter a percentage value, and the Rate Sheet will calculate and display the *Effective Daily Rate Per Hour* and the *Daily Rate.*

The second cell in this group *(Effective Daily Rate Per Hour)* enables you to enter a Rate Per Hour value, and the Rate Sheet will calculate and display the *Effective Daily Rate Per Hour%* and *Daily Rate.*

The third cell in this group *(Daily Rate)* is the actual **Daily Rate**. If you know the value of the Daily Rate, enter it into this cell, and the Rate Sheet will calculate and display values for the 2 previous cells.

Required With: **All Calendar Calculation Methods**

3. **Weekly Rate Grouping**

The **Weekly Rate** is used when the Job Cost and Billing module calculates charges for tools and equipment that use any of the **Calendar** Calculation Methods. This rate will be applied to items that have exceeded the **Daily Rate** time period, but have not yet migrated to the **Monthly Rate**.

Calculations here always distill all accrued calendar time down to hours for the purposes of calculating the charges. If you already know the Weekly Rate for an item, you can enter it into the *Weekly Rate* cell, and the Rate Sheet will convert this value and then display it into the *Effective Weekly Rate Per Hour* cell.

The first cell in this group (of 3) *(Effective Weekly Rate Per Hour%)* enables you to enter a percentage value, and the Rate Sheet will calculate and display the *Effective Weekly Rate Per Hour* and the *Weekly Rate.*

The second cell in this group *(Effective Weekly Rate Per Hour)* enables you to enter a Rate Per Hour value, and the Rate Sheet will calculate and display the *Effective Weekly Rate Per Hour%* and *Weekly Rate.*

The third cell in this group *(Weekly Rate)* is the actual **Weekly Rate**. If you know the value of the the Weekly Rate, enter it into this cell, and the Rate Sheet will calculate and display values for the 2 previous cells.

Required With: **All Calendar Calculation Methods**

4. **Monthly Rate Grouping**

The **Monthly Rate** is used when the Job Cost and Billing module calculates charges for tools and equipment that use any of the **Calendar** Calculation Methods. This rate will be applied to items that have exceeded the **Weekly Rate** time period.

Calculations here always distill all accrued calendar time down to hours for the purposes of calculating the charges. If you already know the Monthly Rate for an item, you can enter it into the *Monthly Rate* cell, and the Rate Sheet will convert this value and then display it into the *Effective Monthly Rate PerHour* cell.

The first cell in this group (of 3) *(Effective Monthly Rate Per Hour%)* enables you to enter a percentage value, and the Rate Sheet will calculate and display the *Effective Monthly Rate Per Hour* and the *Monthly Rate.*

The second cell in this group *(Effective Monthly Rate Per Hour)* enables you to enter a Rate Per Hour value, and the Rate Sheet will calculate and display the *Effective Monthly Rate Per Hour%* and *Monthly Rate.*

The third cell in this group *(Monthly Rate)* is the actual monthly rate. If you know the value of the the **Monthly Rate**, enter it into this cell, and the Rate Sheet will calculate and display values for the 2 previous cells.

Required With: **All Calendar Calculation Methods**

5. **Initial Charge Grouping**

The **Initial Charge** is a flat charge generated each time an item is assigned. The duration of the assignment does not impact the charge calculation. This attribute can be used with items tracked by Unique or Quantity ID.

The first cell in this group (of 2) (*Initial Charge%*) enables you to enter a percentage value, and the Rate Sheet will calculate and display the *Initial Charge.*

The second cell in this group *(Initial Charge)* is the actual charge that will be applied when calculating the Initial Charges. If you know the amount of the *Initial Charge*, enter it into this cell, and the Rate Sheet will calculate and display the previous cell.

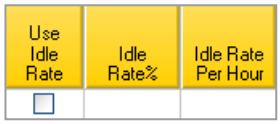
Required With: **Assignment Calculation Method**

c. **Optional Grouping Headings**

1. **Idle Rate Grouping**

The **Idle Rate** will generate a charge for all unbilled, working hours on a project.

Let's look at a project that is configured to have 40 working hours in each week. An item is assigned to the project but for only 8 hours of actual usage time. This information is then recorded in the **Equipment Usage Log**, where the Job Cost and Billing module calculations will generate an **Idle Time** charge for the balance of the week (i.e., 32 hours) using the Idle Rate.



The first cell in this group (of 3) *(Use Idle Rate)* is a check box that tells the Rate Sheet to charge for any idle time. Clicking the check box will enable the next 2 cells.

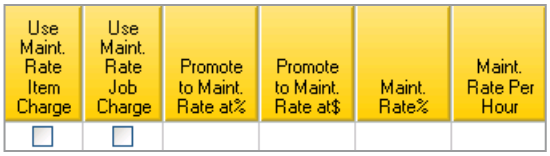
The second cell in this group *(Idle Rate %)* enables you to enter a percentage, and the Rate Sheet will calculate and display the *Idle Rate Per Hour* based on Base Value.

The third cell in this group *(Idle Rate Per Hour)* is the actual rate that will be applied when calculating the Idle Time charges. If you know the value for the Idle Rate, enter it into this cell, and the Rate Sheet will calculate and display the previous cell.

Used With: **Hourly Usage Calculation Method**

2. **Maintenance Rate Grouping**

The **Maintenance Rate** migrates a tool's rate, automatically, from a higher, revenue-capturing value to a lower, more sustenance rate. This lower rate is intended to support the ongoing maintenance of an item that has already earned its ROI.


Use Maint. Rate Item Charge
Use Maint. Rate Job Charge
Promote to Maint. Rate at%
Promote to Maint. Rate at$
Maint. Rate%
Maint. Rate Per Hour

ToolWatch tracks the accrued charges that each tool or piece of equipment earns over its life as well as the accrued charges it generates during each assignment. Either one of these charges can be used to trigger the *Maintenance Rate Per Hour*.

The first cell in this group (of 6), *Use Maint. Rate Item Charge,* is a check box that tells the Rate Sheet to trigger the Maintenance Rate, relative to the accrued charges from that Rate Sheet and earned by an ITEM over its total life. When any item accrues an amount equal to the value entered into the *Promote to Maint. Rate at$* cell, subsequent charges for this item will be calculated using the *Maintenance Rate Per Hour* cell value.

The second cell in this group, *Use Maint. Rate Job Charge,* is a check box that tells the Rate Sheet to trigger the Maintenance Rate, relative to the accrued charges earned by an item within a given Cost Center. When any item accrues an amount equal to the value entered into the *Promote to Maint. Rate at$* cell, subsequent charges for any tool of that model will be calculated using the *Maintenance Rate PerHour* cell value.

The third cell in this group, *Promote to Maint. Rate at%*, enables you to enter a percentage value, and the Rate Sheet will calculate and display the *Promote to Maint. Rate at$.*

The forth cell in this group, *Promote to Maint. Rate at$,* is the threshold or trigger point at which the Maintenance Rate will become effective.

The fifth cell in this group, *Maint. Rate%*, enables you to enter a percentage value, and the Rate Sheet will calculate and display the *Maint. Rate Per Hour.*

The last cell in this group, *Maint. Rate Per Hour,* is the actual Maintenance Rate that will be applied when calculating the maintenance charges. If you know the amount of the hourly Maintenance Rate, enter it into this cell, and the Rate Sheet will calculate and display the previous cell.

See Calculation Method Groupings for information about which Calculation Methods can use this grouping.

3. Return Credit Grouping

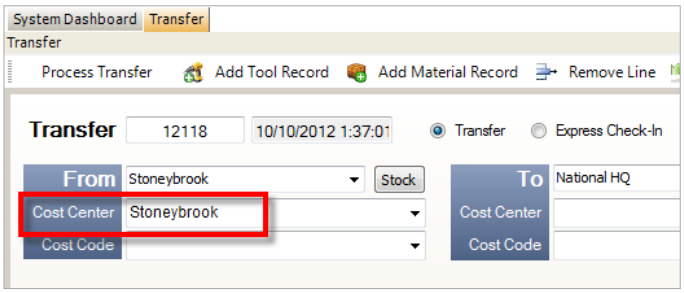
The **Return Credit** is a flat credit generated each time an item is (a) returned from one assignment or (b) moved to another assignment. It can be used with items tracked by either Unique or Quantity ID.

The first cell in this group (of 2) (*Return Credit%)* enables you to enter a percentage value, and the Rate Sheet will calculate and display the *Return Credit.*

The second cell in this group *(*i.e., *Return Credit)* is the actual credit that will be issued. If you know the amount of the Return Credit, enter it into this cell, and the Rate Sheet will calculate and display the previous cell.

Used With: **Assignment Calculation Method**

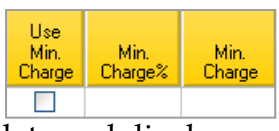
NOTE: To receive a Return Credit, once the grouping has been set up in the Rate Sheet, the **From Cost Center** on the upper left of the Transfer Ticket has to be populated with the appropriate Cost Center that is due this Return Credit (see image).



4. Minimum Charge Grouping

The **Minimum Charge** is a flat charge generated when a tool or piece of equipment is assigned but has not yet reached a set minimum amount by the time the charge is calculated.

For example, a tool has a Daily Rate of $12.50 and a Minimum Charge of $50.00. The tool is assigned, returned, and the calculated charge is for 3 days. Instead of charging $12.50/day x 3 days ($37.50), the charge will be $50.00 as the minimum had not been attained yet.

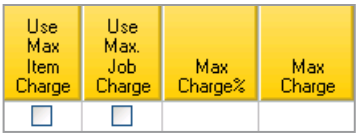


To enable this grouping, click on the *Use Minimum Charge* check box. The Minimum Charge threshold can be established by entering a value into either of the 2 Minimum Charge cells *(*i.e., *Min. Charge%* and *Min. Charge)*, and the Rate Sheet will calculate and display the other.

See Calculation Method Groupings for information about which Calculation Methods can use this grouping.

4. Maximum Charge Grouping

The **Maximum Charge** feature will automatically stop charging an item when the charge reaches a threshold maximum that you establish. ToolWatch tracks the accrued charges that each tool or piece of equipment earns over its life as well as the accrued charges it generates during each assignment. Either one of these charges can be used to trigger the Maximum Charge.



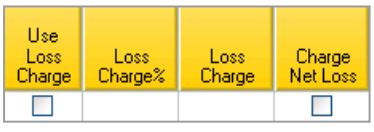
The first cell in this group (of 4) (i.e., *Use Maximum Item Charge)* is a check box that tells the Rate Sheet to stop charging an item after it reaches a certain threshold value, relative to the accrued charges from that Rate Sheet and earned by an ITEM over its total life. The Maximum Charge is established by entering a value into either of the 2 Maximum Charge cells *(Max. Charge%* or *Max. Charge)*, and the Rate Sheet will calculate and display the other.

The second cell in this group (i.e., *Use Maximum Job* Charge) is a check box that tells the Rate Sheet to stop charging an item after it reaches a certain threshold value, relative to the accrued charges earned by an item within a given Cost Center. The Maximum Charge is established by entering a value into either of the 2 Maximum Charge cells *(Max. Charge%* or *Max. Charge)*, and the Rate Sheet will calculate and display the other.

See Calculation Method Groupings for information about which Calculation Methods can use this grouping.

5. Loss Charge Grouping

The **Loss Charge** enables you to charge the cost of an item, as well as any additional usage surcharges, when it is not returned after an assignment. Retiring the tool triggers the Loss Charge when this feature is enabled. As well, you can tell the Rate Sheet to consider any charges that may have already accrued.

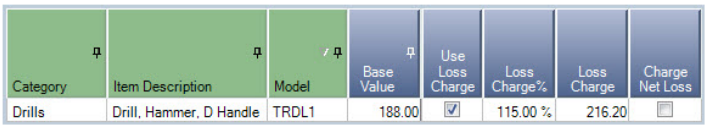


The first cell in this group (of 4) (i.e., *Use Loss Charge*) is a check box that tells the Rate Sheet to enable it. You will need to enter a value into one of the 2 Loss Charge cells *(Loss Charge%* or *Loss Charge)* that represents how much is charged for the "retired" tool; the Rate Sheet will calculate and display the other.

The last cell in this group (i.e., *Charge Net Loss)* is a check box that enables Charge Net Loss. When charges are calculated for an item that was retired, this feature will cause any accrued charge to be deducted from the Loss Charge. In this way, the final charge will not exceed the value established for the Loss Charge. If this box is

not checked, and the *Use Loss Charge* box is, the Loss Charge will be added to any accrued charges, regardless of how much has already accrued.

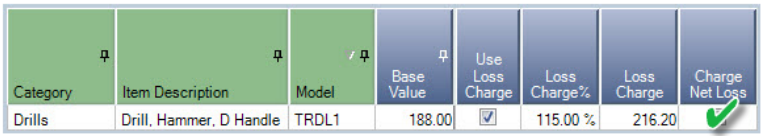
Used With: **All Calculation and Tracking Methods**



Category	Item Description	Model	Base Value	Use Loss Charge	Loss Charge%	Loss Charge	Charge Net Loss
Drills	Drill, Hammer, D Handle	TRDL1	188.00	☑	115.00 %	216.20	☐

As an example, consider the $188 drill below (see image). A Loss Charge of $216.20 is established at 115% of its value to cover the cost of replacing the drill and any additional expenses. This drill was assigned out to a project and captured $100 in usage charges before it was lost. The *Use Loss Charge* box is checked, enabling the Loss Charge, while the *Charge Net Loss* box is left unchecked.

Once the lost drill was recorded in ToolWatch as retired, then BOTH the Loss Charge AND the usage charges would be billed to the project (i.e., $100 + $216.20 or $316.20).



Category	Item Description	Model	Base Value	Use Loss Charge	Loss Charge%	Loss Charge	Charge Net Loss
Drills	Drill, Hammer, D Handle	TRDL1	188.00	☑	115.00 %	216.20	✔

Now, let's say the *Use Loss Charge* check box remains checked while the *Charge Net Loss* check box is checked (see image): Here, only the new charge for the loss of the drill billed to the project would be the established Loss Charge ($216.20) less any previous charges against this drill (here $100), or a sum of ($216.20 - $100 or $116.20).

7. Cost Code

Cost Codes are used to group costs within a Cost Center. Cost Codes can be entered directly onto transactions (e.g., Transfer Tickets, Work Orders) or the Rate Sheet can provide the Cost Code information where none have been entered into a transaction.

There are 3 ways to include Cost Code information with your Job Cost and Billing charges:

a. Enter the Cost Code in the header (top) section of a transaction (e.g., a transfer). At processing time, it is assumed that all lines in the transaction will apply this Cost Code information entered into the transaction header

b. You may override the header Cost Code by entering a Cost Code on any lines that do not match the information in the header.

c. Without any Cost Code information either at the header or line level, the Cost Codes may be entered directly onto the Rate Sheet. In this way, it will be included with each Job Cost or Billing charge.

By allowing the Rate Sheet to provide the Cost Code information, your users in the warehouse and in the field will not be required to enter (or even know of) Cost Code information into any transactions.

Used With: **All Calculation and Tracking Methods**

8. **GL Accounts**

The **General Ledger** (or **GL**) **Charge Account** & **General Ledger** (or **GL**) **Credit Account** cells can be used to map exported transaction data from ToolWatch Enterprise to your accounting system or other related application.

When exporting Job Cost and Billing transactions after posting, the contents of these cells can be included in the export.

Used With: **All Calculation and Tracking Methods**

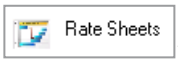
Calculation Method
Available Rate Sheet Columns

There are 2 types of Rate Sheets: **Tools & Equipment** and **Materials & Consumables**. The former allows for all 3 Calculation Methods: *Assignment, Calendar* and *Hourly Usage*. The latter calculates strictly by the *Assignment* Calculation Method.

This table summarizes exactly which Rate Sheet columns are available for each of the Calculation Methods.

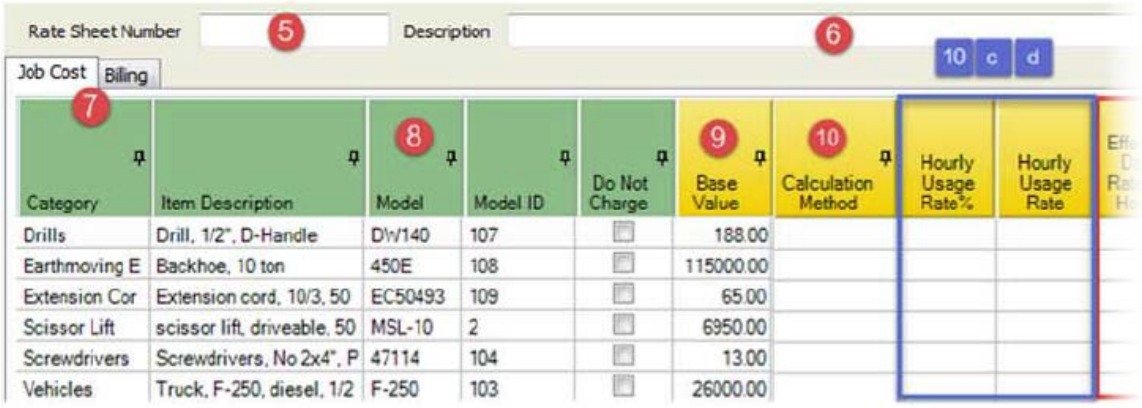
	Tools & Equipment Calculation Method			*Materials & Consumables* Calculation Method
Rate Sheet Columns	**Assignment**	**Calendar**	**Hourly Usage**	**Assignment**
Hourly Usage		✓ (Required for Hour & Minute Methods only)	✓ (Required)	
Daily Rate		✓ (Required)		
Weekly Rate		✓ (Required)		
Monthly Rate		✓ (Required)		
Idle Rate			✓	
Maintenance Rate		✓ (Unique Tools only)	✓	
Initial Charge	✓ (Required)			✓ (Required)
Return Credit	✓			✓
Minimum Charge		✓	✓	
Maximum Charge	✓ (Unique Tools only)	✓ (Unique Tools only)	✓	
Loss Charge	✓	✓	✓	
Cost Code	✓	✓	✓	✓
GL Charge Account	✓	✓	✓	✓
GL Credit Account	✓	✓	✓	✓

Creating a Tools & Equipment Rate Sheet

1. From the **Navigator** panel, click the **Job Cost & Billing** module.
2. Click the **Rate Sheets** button 

to open the **Rate Sheet Browser** window.
3. Click the **Add Tools & Equipment Rate**

Sheet button.
4. The **Rate Sheet Rules** window appears, populated with values for the default hours:
   a. either accept the default hours OR modify them to fit your specific business practices and
   b. click **Save**



For more information on this topic see Rate Migration.

5. In the **Rate Sheet Number** field, enter in a number to identify this particular Rate Sheet (see image). You can use a combination of numbers, letters and characters here.
6. In the **Description** field, enter in a description to title and summarize this Rate Sheet.
7. Decide on how you will use this Rate Sheet. Accordingly, fill out these tabs:
   - **Job Cost** or
   - **Billing** or
   - both tabs

   For more information on this topic see The Rate Sheet User Interface.
8. Find the first **Model Record** on this Rate Sheet for which you would like to accrue charges (e.g., Model DW140).
9. In the **Base Value** column, be sure there is a Base (dollar) Value for this item: Numbers only – Do not enter in a $ symbol. If this field is empty, enter in a value.

10. In the **Calculation Method** column, select your desired Calculation Method. For more information on this topic see Calculation Methods.

a. If you choose the **Assignment** Calculation Method, fill out the following 2 columns (at minimum):

- **Initial Charge** %
- **Initial Charge**

b. If you choose the **Calendar (Days)** Calculation Method, fill out the following 3 Groupings (at minimum):

- **Effective Daily Rate Per Hour** %, **Effective Daily Rate Per Hour,** and **Daily Rate**
- **Effective Weekly Rate Per Hour** %, **Effective Weekly Rate Per Hour** and **Weekly Rate**
- **Effective Monthly Rate Per Hour** %, **Effective Monthly Rate Per Hour** and **Monthly Rate**

c. If you choose the **Calendar (Hours)** or **Calendar (Minutes)** Calculation Method, fill out the following Grouping in addition to those from 10(b) above (at minimum):

- **Hourly Usage Rate %, Hourly Usage Rate**

d. If you choose the **Hourly Usage** Calculation Method, fill out the following 2 columns (at minimum) AND the **Equipment Usage Log**:

- **Hourly Usage Rate** %
- **Hourly Usage Rate**
- **Equipment Usage Log** (see The Equipment Usage Log)

11. Repeat **Steps #8 – 10** for each **Model Record** for which you would like to accrue charges.

Optional: If you would like to accrue charges for BOTH Job Cost and Billing tabs, you must repeat the above steps for each tab.

12. When finished, click the **Save And Close** button.

Training Activity #31: Create Tools & Equipment Rate Sheets

Scenario: You would like to calculate both Job Cost and Billing figures for 2 of the jobs on which you are working. Both projects are performing under contracts; each contract is unique, with slightly different billing outcomes. As such, you will begin by creating a Tools & Equipment Rate Sheet.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > Rate Sheets > Creating a Tools & Equipment Rate Sheet

Tools & Equipment Rate Sheet #1

1. In the **Rate Sheet Rules** window, accept the defaults settings by clicking on **Save.**
2. Type in Rate Sheet Number = *555*.
3. Type in (for the) Description =*10411 - Legacy Tools & Equipment Rate Sheet*.
4. Check to see that all items have the values shown here in the **Base Value** column of the Rate Sheet – If not, enter them manually.
5. Click on **Save**

Assignment Calculation Method – Job Cost tab

1.

Extension Cord Model Record				
Job Cost tab	**Base Value**	**Calculation Method**	**Initial Charge Grouping**	**Return Credit Grouping**
	$65	Assignment	100% Initial Charge	80% Return Credit

2.

Screwdriver Model Record				
Job Cost tab	**Base Value**	**Calculation Method**	**Initial Charge Grouping**	**Return Credit Grouping**
	$13	Assignment	100% Initial Charge	80% Return Credit

Assignment Calculation Method – Billing tab

3.

Extension Cord Model Record				
Billing tab	**Base Value**	**Calculation Method**	**Initial Charge Grouping**	**Return Credit Grouping**
	$65	Assignment	100% Initial Charge	85% Return Credit

4.

Screwdriver Model Record				
Billing tab	**Base Value**	**Calculation Method**	**Initial Charge Grouping**	**Return Credit Grouping**
	$13	Assignment	100% Initial Charge	85% Return Credit

Calendar Calculation Method – Job Cost tab

1.

Drill Model Record			
Job Cost tab	**Base Value**	**Calculation Method**	**Daily, Weekly, and Monthly Rate Groupings**
	$188	Calendar (Days)	$0.09/hour for each grouping

2.

Vehicle Model Record			
Job Cost tab	**Base Value**	**Calculation Method**	**Daily, Weekly, and Monthly Rate Groupings**
	$26,000	Calendar (Days)	$2.65/hour for each grouping

3.

Earthmoving Equipment Model Record			
Job Cost tab	**Base Value**	**Calculation Method**	**Hourly, Daily, Weekly, and Monthly Rate Groupings**
	$115,000	Calendar (Hours)	$12/hour for each grouping

Calendar Calculation Method – Billing tab

4.

Drill Model Record			
Billing tab	**Base Value**	**Calculation Method**	**Daily, Weekly, and Monthly Rate Groupings**
	$188	Calendar (Days)	$0.13/hour for each grouping

5.

Vehicle Model Record			
Billing tab	**Base Value**	**Calculation Method**	**Daily, Weekly, and Monthly Rate Groupings**
	$26,000	Calendar (Days)	$3.92/hour for each grouping

Hourly Usage Calculation Method – Billing tab

1.

Earthmoving Equipment Model Record			
Billing tab	**Base Value**	**Calculation Method**	**Hourly Usage Grouping**
	$115,000	Hourly Usage	$110/hour

Maintenance (Optional) Grouping – Job Cost tab

1.

Drill Model Record			
Job Cost tab	**Use Maintenance Rate**	**Promote To Maintenance Rate**	**Maintenance Rate Per Hour**
	Item (not Job) Charge	110%	$0.02/hour

2.

Vehicle Model Record			
Job Cost tab	**Use Maintenance Rate**	**Promote To Maintenance Rate**	**Maintenance Rate Per Hour**
	Item (not Job) Charge	115%	$1.22/hour

3.

Earthmoving Equipment Model Record			
Job Cost tab	**Use Maintenance Rate**	**Promote To Maintenance Rate**	**Maintenance Rate Per Hour**
	Item (not Job) Charge	120%	$6/hour

Minimum and Max Charge (Optional) Groupings – Billing tab

1.

Drill Model Record				
Billing tab	**Use Minimum Charge**	**Minimum Charge**	**Use Max**	**Max Charge %**
	Yes	$1.56	Job (not Item) Charge	110%

2.

Vehicle Model Record				
Billing tab	Use Minimum Charge	Minimum Charge	Use Max	Max Charge %
	Yes	$46.80	Job (not Item) Charge	115%

Loss Charge (Optional) Grouping – Job Cost tab

1.

Drill Model Record			
Job Cost tab	Use Loss Charge	Loss Charge %	Charge Net Loss
	Yes	110%	No

2.

Vehicle Model Record			
Job Cost tab	Use Loss Charge	Loss Charge %	Charge Net Loss
	Yes	115%	Yes

3.

Earthmoving Equipment Model Record			
Job Cost tab	Use Loss Charge	Loss Charge %	Charge Net Loss
	Yes	120%	Yes

4.

Extension Cord Model Record			
Job Cost tab	Use Loss Charge	Loss Charge %	Charge Net Loss
	Yes	115%	No

5.

Screwdriver Model Record			
Job Cost tab	Use Loss Charge	Loss Charge %	Charge Net Loss
	Yes	105%	No

Loss Charge (Optional) Grouping – Billing tab

1.

Drill Model Record			
Billing tab	Use Loss Charge	Loss Charge %	Charge Net Loss
	Yes	110%	No

2.

Vehicle Model Record			
Billing tab	Use Loss Charge	Loss Charge %	Charge Net Loss
	Yes	115%	Yes

3.

Earthmoving Equipment Model Record			
Billing tab	Use Loss Charge	Loss Charge %	Charge Net Loss
	Yes	120%	Yes

4.

Extension Cord Model Record			
Billing tab	Use Loss Charge	Loss Charge %	Charge Net Loss
	Yes	115%	No

5.

Screwdriver Model Record			
Billing tab	**Use Loss Charge**	**Loss Charge %**	**Charge Net Loss**
	Yes	105%	No

6. Click **Save and Close** the Rate Sheet.

When done, compare your work to the Answer Key.

Tools & Equipment Rate Sheet #2

As there are just a couple of differences between Rate Sheets #1 and #2, you will begin by creating a copy of Rate Sheet #1 (Rate Sheet *555*).

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > Rate Sheets > Copying a Rate Sheet

1. In the **Rate Sheet Browser**, highlight and copy Rate Sheet Number 555.
2. Accept default settings for **Rate Sheet Rules**.
3. Type in Rate Sheet Number = *333*.
4. Type in (for the) Description = *Stoneybrook Tools & Equipment Rate Sheet*.
5. There are no Job Cost tab differences.

Billing tab Differences:

1.

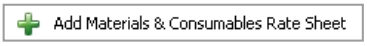
Drill Model Record			
Billing tab	**Daily, Weekly, and Monthly Rate Groupings**	**Minimum Charge**	**Use Max**
	$0.16/hour for each grouping	$1.75	No Max Charge

Vehicle Model Record			
Billing tab	Daily, Weekly, and Monthly Rate Groupings	Minimum Charge	Use Max
	$4.26/hour for each grouping	$52	No Max Charge

6. Click **Save And Close** the Rate Sheet.

When done, compare your work to the Answer Key.

Creating a Materials & Consumables Rate Sheet

1. From the **Navigator** panel, click the **Job Cost & Billing** module.
2. Click the **Rate Sheets** button to open the **Rate Sheet Browser** window.
3. Click on the **Add Materials & Consumables Rate Sheet** 

button.
4. The **Rate Sheet Rules** window appears, populated with values for the default hours:
   a. either accept the default hours OR modify them to fit your specific business practices
   b. click **Save**

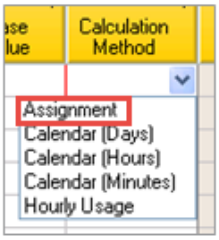
   For more information on this topic see Rate Migration.
5. In the **Rate Sheet Number** field, enter in a number to identify this particular Rate Sheet. You can use a combination of numbers, letters and characters here.
6. In the **Description** field, enter in a description to title and summarize this Rate Sheet.
7. Decide on how you will use this Rate Sheet. Accordingly, fill out the tabs:
   - **Job Cost** or
   - **Billing** tab or
   - both tabs

   For more information on this topic see The Rate Sheet User Interface.
8. Find the first **Model Record** on this Rate Sheet for which you would like to accrue charges.

9. In the **Base Value** column, be sure there is a Base (dollar) Value for this item:

   Numbers only – Do not enter in a $ symbol. If this field is empty, enter in a value.

10. In the **Calculation Method** column, select **Assignment.** For more information on this topic see Calculation Methods.



11. Fill out the following 2 required columns:
    a. **Initial Charge** %
    b. **Initial Charge**
12. Repeat **Steps #8 – 11** for each **Model Record** for which you would like to accrue charges.

Optional: If you would like to accrue charges for BOTH Job Cost and Billing tabs, you must repeat the above steps for each tab.

13. When finished, click the **Save And Close** button.

Training Activity #32: Create a Materials & Consumables Rate Sheet

Scenario: You would like to calculate both Job Cost and Billing figures for 2 of the jobs on which you are working. Both projects are performing under contracts, and both contracts adhere to the same terms for materials and consumables; therefore, you will create only one Materials & Consumables Rate Sheet.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > Rate Sheets > Creating Materials & Consumables Rate Sheet

1. Type in Rate Sheet Number = *444*.
2. Type in (for the) Description = *Company's Master Materials & Consumables Rate Sheet*

Various Edits – Job Cost tab

1.

Oil Model Record				
Job Cost tab	**Base Value**	**Calculation Method**	**Initial Charge Grouping**	
	$6.50	Assignment	100% Initial Charge	

2.

Paint Model Record			
Job Cost tab	**Base Value**	**Calculation Method**	**Initial Charge Grouping**
	$9.59	Assignment	100% Initial Charge

Various Edits – Billing tab

3.

Oil Model Record			
Billing tab	**Base Value**	**Calculation Method**	**Initial Charge Grouping**
	$6.50	Assignment	100% Initial Charge

4.

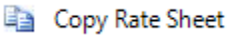
Paint Model Record			
Billing tab	**Base Value**	**Calculation Method**	**Initial Charge Grouping**
	$9.59	Assignment	100% Initial Charge

3. Click **Save And Close** the Rate Sheet.

When done, compare your work to the Answer Key.

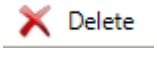
Copying a Rate Sheet

You can save a great deal of time when creating a Rate Sheet if, instead of starting with a new, blank canvas, you take a complete, existing document and make a copy of it. Then you make a few edits and, Voila!, a completely new Rate Sheet containing your exact specifications.

1. From the **Navigator** panel, click the **Job Cost & Billing** module.
2. Click the **Rate Sheets** button to open the **Rate Sheet Browser** window.
3. Click on either the **Tools & Equipment Rates** or **Materials & Consumables Rates** Rate Sheet, depending on the type you wish to copy.
4. Select the Rate Sheet of interest by highlighting it.
5. Click on the **Copy Rate Sheet** button. 

A window will appear indicating that your selection has been copied. Click **OK**.
6. A new Rate Sheet line will appear on the browser, just below the original. It will have the original name along with "COPY" and the date appended. Double-click to open it.
7. Change the **Rate Sheet Num**ber and **Description** to match the new Rate Sheet. Click **Save**.
8. If necessary, click the **Set Rate Sheet Rules…** button to edit the rules. Otherwise, make no changes here.
9. Go through the line items on both tabs and make any needed corrections to this new Rate Sheet.
10. When finished, click **Save And Close**.

Deleting a Rate Sheet

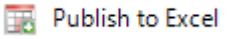
1. From the **Navigator** panel, click the **Job Cost & Billing** module.
2. Click the **Rate Sheets** button to open the **Rate Sheet Browser** window.
3. Click on either the **Tools & Equipment Rates** or **Materials & Consumables Rates** Rate Sheet, depending on the type you wish to copy.
4. Select the Rate Sheet of interest by highlighting it.
5. Click on the **Delete** button. 

The Rate Sheet will no longer appear in the browser.

Publishing and Importing *Excel* Rate Sheets

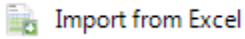
This feature allows for the publishing of Rate Sheet data to an *Excel* (.xlsm) spreadsheet. This data can be modified, outside of ToolWatch, and then (re-)imported back into that same ToolWatch Rate Sheet. One significant advantage of modifying Rate Sheet data in this manner is that you can use features of *Excel* (e.g., copying multiple cells) not available for editing in the ToolWatch environment.

Publishing to *Excel*

1. From the **Rate Sheet Browser**, open a **Rate Sheet**.
2. Within the Rate Sheet, click on the 

button.
3. In the **Save As** window, give this file a name and location then click on **Save**.
4. Open and edit this file within *Excel* (i.e., outside of the ToolWatch environment).
5. **Save** your changes.

Importing from *Excel*

1. From the **Rate Sheet Browser**, open the same Rate Sheet representing the *Excel* file described under Publishing to *Excel*.
2. Within the Rate Sheet, click on the 

button.
3. In the **Open** window, find and select the *Excel* file from Step #1 and click on **Open**.
4. All edits from the *Excel* file will be imported into the Rate Sheet.
5. **Save** or **Save And Close** this file.

Initiating Job Cost & Billing Charges

Three Rules for Initiating Charges

At this point in the Job Cost & Billing module, we are ready to begin the process of capturing revenue from our inventory. Whether internal or external in nature, all such transactions start by initiating charges.

In order for transactional charges to accrue, there are 3 rules that must be true for each item involved:

1. The item's **rates** (as defined by the Calculation Method and relevant Groupings) **need to be set on the appropriate Rate Sheet.**

2. This **Rate Sheet must be attached to** the proper **Cost Center** (see Attaching Rate Sheets to a Cost Center).

3. This **Cost Center should be specified** and located correctly **on any Transfer Ticket** involving the designated item.

Recall that any Rate Sheet you create can be used multiple times and even be assigned to multiple Cost Centers at the same time. As well, Cost Centers can be created once yet used over and over, even simultaneously.

Training Activity #33: Attach Rate Sheets to Cost Centers

In order to initiate Job Cost and Billing charges, first you need to attach your Rate Sheets to your Cost Centers.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > Company Calendar > Attaching Rate Sheet to a Cost Center

1. Edit your *10411 - Legacy* Cost Center by setting the **Project Rates** to your:
   a. 10411 - *Legacy Tools & Equipment Rate Sheet*
   b. *Company's Master Materials & Consumables Rate Sheet*

2. Edit your *Stoneybrook* Cost Center by setting the **Project Rates** to your:
   a. *Stoneybrook Tools & Equipment Rate Sheet*
   b. *Company's Master Materials & Consumables Rate Sheet*

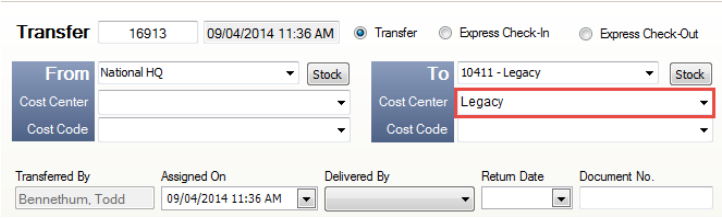
3. Edit your *Stoneybrook Subproject* Cost Center by setting the **Project Rates** to your:
   a. *Stoneybrook Tools & Equipment Rate Sheet*
   b. *Company's Master Materials & Consumables Rate Sheet*

When done, compare your work to the Answer Key.

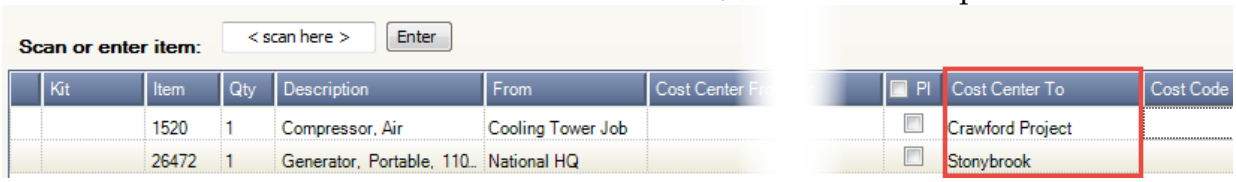
Cost Centers, Cost Codes & Transfer Tickets

Associating Cost Centers and Cost Codes with the Transfer Ticket is quite simple and is more a matter of identifying the correct ones and then placing them properly onto the transfer. Recall that any Cost Center selected should already have attached to it any relevant Rate Sheets.

Before populating the Transfer Ticket with items, it is customary to complete the **To** and **From** fields (see Creating a Transfer from the Transfer Browser). Generally, for a round-trip transfer, items will be coming from a Stock location and going out to a job site, etc. As such, the **To** location will be billed, and the Cost Center (here, *Legacy*) located under it on the Transfer Ticket (see image).



For multiple items being billed to more than one Cost Center, it is customary to identify those Cost Centers in the "Cost Center To" column, next to their respective items:



The same rules above apply to the application of **Cost Codes**.

Likewise, there is a certain hierarchy to the placement of Cost Centers (and Cost Codes) onto the Transfer Ticket.

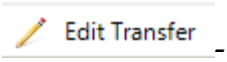
- If a Cost Center and/or Cost Code is indicated on the top of the transfer, and none is/are indicated on the bottom of the transfer, then the Cost Center and/or Code from the top will be applied to all items (i.e., on the bottom) of the transfer.
- If there is a Cost Center or Cost Code indicated on the top of the transfer AND for items on the bottom of the transfer, then the Cost Center and/or Cost Code on the bottom supersede any from the top of the transfer.

NOTE: You can set Enterprise such that when you select any location on a transfer, either a Cost Center, Cost Code or both will auto-populate on the top. To do this, go to **Lists > Locations >** highlight the Location. Now, select a **Cost Center/Cost Code** from the drop-down menu and click **Save** then **Finished**.

Editing Transfers Using Job Cost & Billing Information

Most transfers are established completing Job Cost & Billing details at the time of the transfer. However, you may add, delete or change Cost Center and Cost Code details on a Transfer Ticket at any time, even after the transfer has occurred, **as long as charges from that transfer have never posted.**

Say that after you have completed billing for a job, some details on the Rate Sheet change or you decide to apply a different Cost Center for that project - As long as charges related to that transfer have not posted, you can make those edits to the Transfer Ticket and update the billing.

1. From the **Navigator** panel, click the **Pick Tickets & Transfers** module.
2. Click the **Transfer Tickets** button to open the **Transfer Browser** window.
3. Search for the ticket of interest and open it.
4. Click the **Edit Transfer** button 

- A window appears reminding you that edits will only be applied to un-posted entries. Click **OK.**
5. Make edits only to Cost Center and/or Cost Code fields.
6. Click the *Process Transfer* button to submit your edits and close the transfer.
7. Perform a manual sync to update your changes before doing any calculations in the Billing Browser.

Training Activity #34: Initiate Job Cost and Billing Charges

In order to initiate or accrue charges for a select set of items, you will set up and process 2 transfers from your Stock to the *Legacy* and *Stoneybrook* job sites.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > Rate Sheets > Initiating Job Cost & Billing Charges

1. Process a Transfer Ticket with the following details:
   a. Transfer **To**: *10411 – Legacy* site
   b. Select *10411 – Legacy* Cost Center
   c. Transfer these items from Stock:
      i. 1 truck
      ii. 1 drill assigned to **Cost Code** of *General Conditions*

iii. 2 extension cords
iv. 3 screwdrivers assigned to **Cost Code** of *Service*
v. 2 containers of oil
vi. 2 cans of paint

2. Process a second Transfer Ticket with the following details:
   a. Transfer **To**: *Stoneybrook* site
   b. Select *Stoneybrook* Cost Center
   c. Transfer these items from Stock:
      i. 1 truck assigned to **Cost Code** of *Service*
      ii. 1 drill
      iii. 2 extension cords
      iv. 3 screwdrivers
      v. 2 containers of oil
      vi. 2 cans of paint

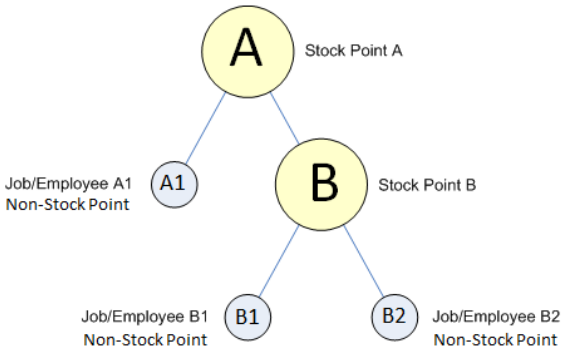
3. Perform a manual sync to update your changes.

When done, compare your work to the Answer Key.

Billing Streams

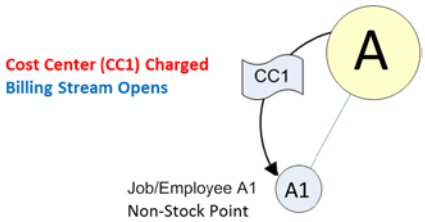
The transferring of tools from one location to another is the primary way that a **Billing Stream** is created in ToolWatch. By definition, a Billing Stream is "an open transaction that accrues charges against a given Cost Center". These billing streams are in response to initiating charges and, as such, they can be considered as having a status of either "open" or "closed", depending on their assignment over time.

Let's look at the following examples to understand the differences:



In the first diagram (see image), an organization has two Stock Points (*A, B*) and 3 non-Stock Points (*A1, B1* and *B2*). A tool is transferred from *A* to *A1* with Cost Center 1 (*CC1*) charged: This action results in the opening of a Billing Stream.

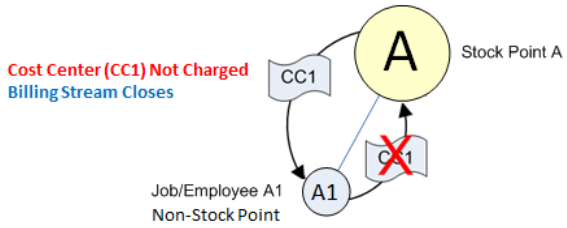
Charges will continue to accrue in *CC1* until this Billing Stream is closed (see image).



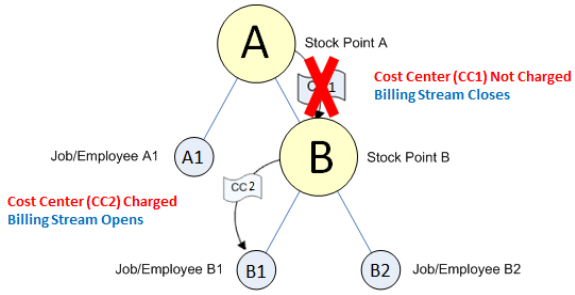
For those companies with one Stock Point, there should be no condition that could allow for more than one open Billing Stream, at a time, for a given asset (tool).

For organizations with two Stock Points, there is the potential for no more than two open Billing Streams for a given asset. For more than two Stock Points, see Appendix 10: Advanced Billing Stream Management for help.

There are a few ways to close the Billing Stream shown here:



1. if the asset is transferred back to the Stock Point from which it originated



2. if the asset is transferred to another site subsequent to its original assignment, the original Billing Stream will be closed (and a new one opened if a Cost Center is specified)

The Billing Browser

Introduction

Once you have initiated charges for your assets, some of them will already exist (e.g., those for *Assignment* Calculation Method) while others will continue to accrue until their Billing Streams are closed and their charges finalized. The **Billing Browser** is a tool that provides visibility into pending job costs and billing charges for each Cost Center used in Job Cost and Billing.

Some of the actions you can do with the Billing Browser include:

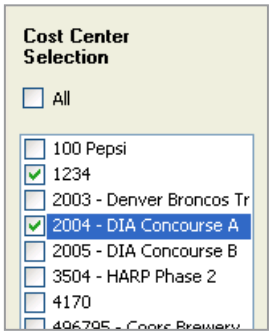
- calculate and post charges
- view **transaction details**
- add miscellaneous job costs and billing charges to a Cost Center
- place charges on **Hold** if a dispute or question arises
- **Lock** charges from further calculations prior to posting

NOTE: Given the nature of the data it processes, the Billing Browser requires an active internet connection to function optimally.

The Billing Browser Interface

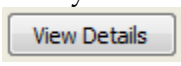
Cost Centers

The **Cost Center Selection** list on the left of the window (see image) enables you to choose which Cost Center, whose transactional data has been calculated, you would like to view.



You can select **All** or only those you wish to view. Selecting which Cost Center(s) you view will not affect any other data to be calculated or posted: Each of those functions has its own selection list.

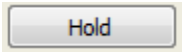
View Details

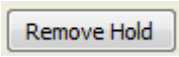
Once the field is populated, you can choose to view specific line items in greater detail. Just highlight the line entry and either right-click and select **View Details** or click on the **View Details** button 

at the bottom of the window: This will open a **Transaction Detail** window. We will discuss this feature later in the chapter.

Hold

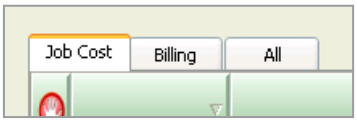
As well, once you highlight a line entry, you can place a "Hold" on the transaction – This prevents it from being posted or edited if, for example, a charge is being disputed.

Either right-click and choose **Place Hold** or click on the **Hold** button 

(next to **View Details**). To remove the Hold, highlight the line item and either right-click and select **Remove** Hold or click on the **Remove Hold** 

button.

Tabs

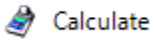


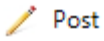
There are 3 tabs that display the list of transaction charges:
(1) The *Job Cost* tab will display all charges for a Cost Center that have been calculated using the *Job Cost* tab of that Cost Center's Rate Sheet.

(2) The *Billing* tab will display all charges for a Cost Center that have been calculated using the *Billing* tab of that Cost Center's Rate Sheet.

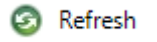
(3) The *All* tab will combine both charge types and display all charges.

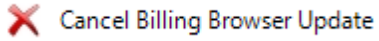
Header Buttons

Clicking on the **Calculate** button 

will generate updated calculations involving those Cost Centers you select. Ultimately, you can choose to post selected Cost Center data by clicking on the **Post** button. 

To create or delete selected miscellaneous charges or credits, choose either the **Add Misc Charge/Credit** or **Delete Misc Charge/Credit** buttons.

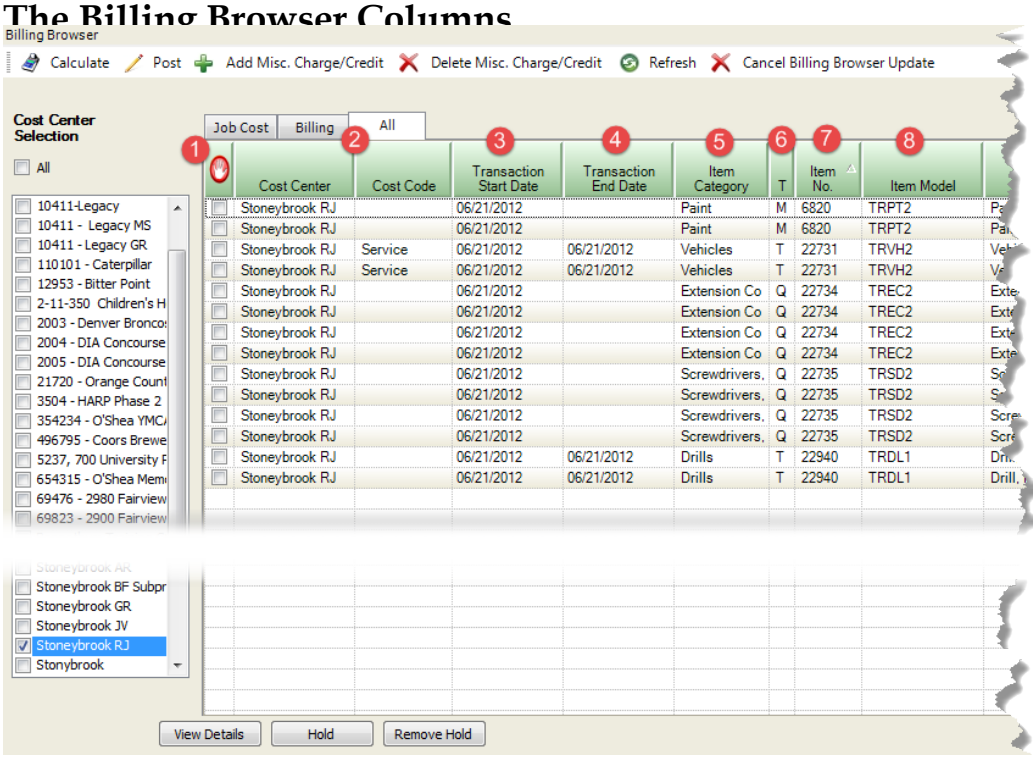
For larger jobs that require additional time, you can update progress by clicking on the **Refresh** button; 

clicking on the **Cancel Billing Browser Update** button 

will stop any ongoing calculations without saving any calculated data.

Select either (or both) checkboxes to display data for **Tools & Equipment** or **Materials & Consumables** items.

The Billing Browser Columns



1 Placing Transactions on Hold

This first column shows by way of a checkmark which items have been placed on **Hold.**

2 Cost Center and Cost Code

These columns display (1) the **Cost Centers** for which transactions have been calculated and (2) any **Cost Codes** associated with them.

3 Transaction Start Date

This column displays the initial dates on which the transactions occurred.

4 Transaction End Date

Note that not all transactions have a value here. Only tools and equipment that have been assigned AND returned will generate an **End Date**. When tools are returned to the assigning Stock Location or to another assignment, the dates of these transactions will be displayed in this column. If the transaction type requires an End Date, the transaction will remain in the Billing Browser until an End Date is generated by a corresponding return transaction.

5 Item Category

This column displays the **Category** designated in Model Record for each item.

6 Item Type

Each transaction charge (or credit) is tagged with an **Item Type**:

T= Unique Tool *Q*= Quantity Tool

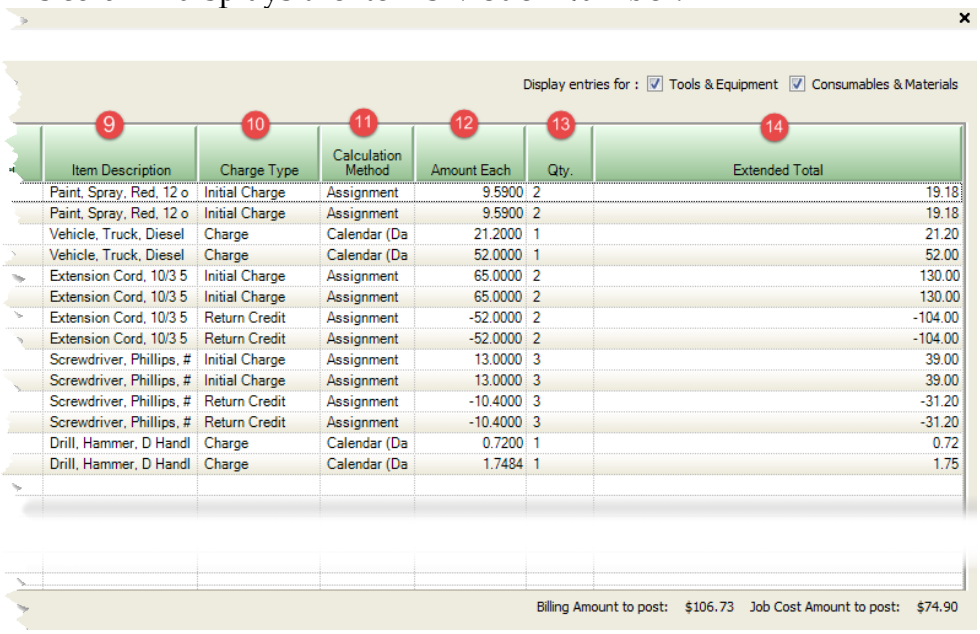
M= Material & Consumable

7 Item No.

This column displays the **Item Number** (source Tool or Material Record) of the item.

8 Item Model

This column displays the item's **Model Number**.


Display entries for : Tools & Equipment Consumables & Materials
9
10
11
12
13
14
Item Description
Charge Type
Calculation Method
Amount Each
Qty.
Extended Total
Paint, Spray, Red, 12 o Initial Charge Assignment 9.5900 2 19.18
Paint, Spray, Red, 12 o Initial Charge Assignment 9.5900 2 19.18
Vehicle, Truck, Diesel Charge Calendar (Da 21.2000 1 21.20
Vehicle, Truck, Diesel Charge Calendar (Da 52.0000 1 52.00
Extension Cord, 10/3 5 Initial Charge Assignment 65.0000 2 130.00
Extension Cord, 10/3 5 Initial Charge Assignment 65.0000 2 130.00
Extension Cord, 10/3 5 Return Credit Assignment -52.0000 2 -104.00
Extension Cord, 10/3 5 Return Credit Assignment -52.0000 2 -104.00
Screwdriver, Phillips, # Initial Charge Assignment 13.0000 3 39.00
Screwdriver, Phillips, # Initial Charge Assignment 13.0000 3 39.00
Screwdriver, Phillips, # Return Credit Assignment -10.4000 3 -31.20
Screwdriver, Phillips, # Return Credit Assignment -10.4000 3 -31.20
Drill, Hammer, D Handl Charge Calendar (Da 0.7200 1 0.72
Drill, Hammer, D Handl Charge Calendar (Da 1.7484 1 1.75
Billing Amount to post: $106.73 Job Cost Amount to post: $74.90

9 Item Description

This column displays the item's **Description** (from Model Record).

10 Charge Type

This column describes the type of charge for the transaction.

- *Initial Charge* designates **Initial Charge** associated with a tool using the *Assignment* Calculation Method
- *Return Credit* designates a **Return Credit** associated with a tool using the *Assignmen*t Calculation Method
- *Loss Charge* designates a charge associated with retiring tools (such as those that are classified as **Lost**)
- *Reinstatement Credit* designates credit associated with **reinstating retired** (Lost) **tools**

- (Usage) *Charge* designates a charge associated with tools using the *Calendar* and/or *Hourly Usage* Calculation Methods
- *Idle Charge* designates a charge associated with a tool using the *Hourly Usage* Calculation Method, for *Calendar* **time not in use**
- *Related Charge* designates a charge related to an item's model on the Rate Sheet
- *Item Charge* designates a charge associated with **issued materials**
- *Item Credit* designates a credit associated with **returned materials**
- *Labor Charge* designates a charge associated with **labor events**
- *Misc. Charge* designates a charge associated with a *Miscellaneous Charge* added to *Billing Browser*
- *Misc. Credit* designates a credit associated with a *Miscellaneous Credit* added to *Billing Browser*

11 **Calculation Method**

This column displays the method used to calculate the charges for each transaction.

12 **Amount Each**

This column displays the single unit charge (or credit) for the item.

13 **Qty.**

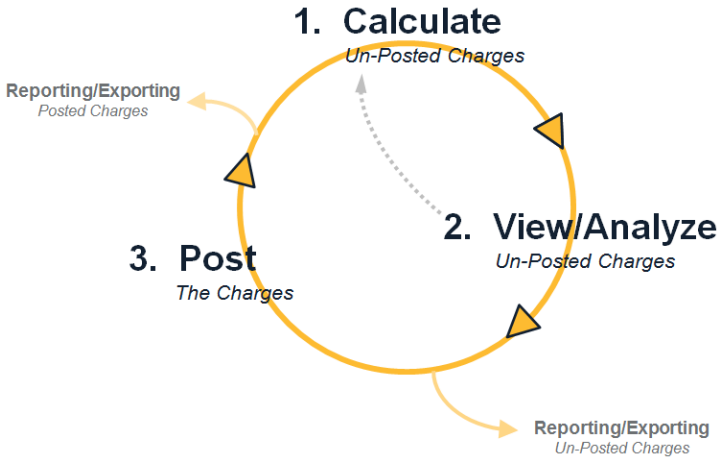
Each item being charged has a quantity associated with it. This column displays the number of units being charged.

14 **Extended Total**

This column displays the total charge (or credit) amount that will be applied to this transaction.

Billing Browser Workflow

Once Job Cost and Billing transactions have been initiated, you will want to know how much revenue is coming in (or going out) at any given time. As well, likely you will need to generate reports detailing these transactions and their subsequent un-posted charges.



The diagram here illustrates the cyclical, repetitive nature – or **workflow** - in using the Billing Browser. Key steps are outlined here:

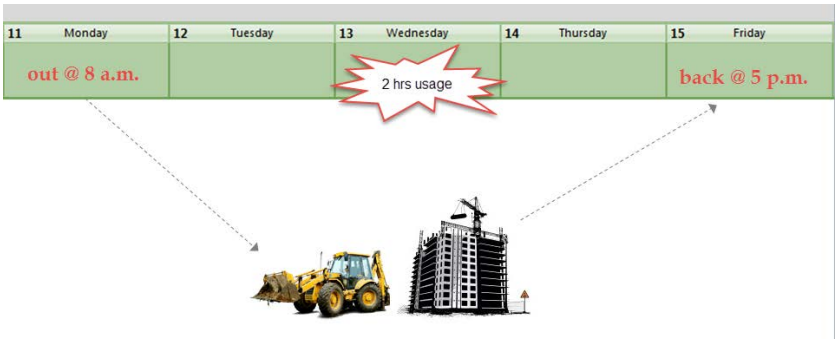
1. You should first **calculate un-posted charges**; do this to get an idea of how successful the Cost Centers and Rate Sheets are representing your interests.
2. Next, **view and analyze these un-posted charges**: ToolWatch has a variety of reports and exports that allow you to represent your data in many ways.
3. When you (and others) have had the opportunity to view and analyze all relevant, un-posted charges, and you (all) agree that the charges are representative and acceptable, then **post the charges**.

   Once again, there are many different means by which the now-posted data can be exported or reported for a variety of business audiences.

Calculating Transactions

Hourly Usage

A backhoe is transferred to a job site for a week (5 days), from 8:00 am on Monday to 5:00 pm on Friday. The operator informs the backhoe owner that it was used for 2 hours on Wednesday afternoon but sat unused the remainder of the week (40 – 2 hours or 38 hours total).



The Rate Sheet for this backhoe had the **Calculation Method** as *Hourly Usage*, with a (required) **Hourly Usage Rate** of $85.00 and an (optional) **Idle Rate** of $8.00/hr.

The backhoe's Cost Center will accrue Idle Rate charges of (38 hrs x $8/hr or $304) but ToolWatch has no way of knowing how to charge out the Hourly Usage charge without being "told" the number of hours.

This is where the **Equipment Usage Log** becomes a valuable tool.

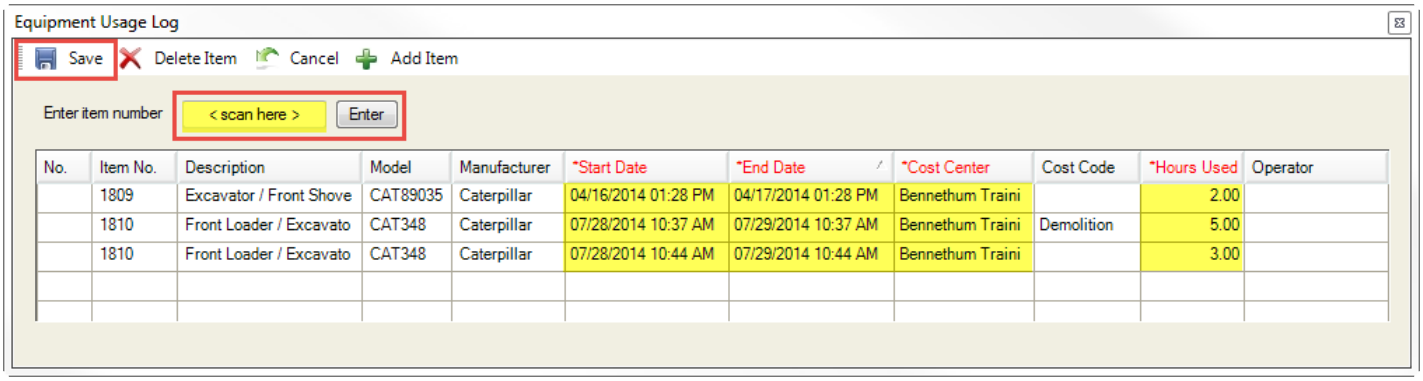
The Equipment Usage Log

The **Equipment Usage Log** provides a means to record the hourly usage of equipment. The entries you record in this log will be used to generate Job Cost & Billing charges for equipment that is calculated using the *Hourly Usage* Calculation Method.

Note that equipment using the *Hourly Usage* Calculation Method will not generate charges unless the hours used are recorded in this log.

1. Ensure that the Tool Model Record of interest is using the **Hourly Usage** Calculation Method in its Rate Sheet (see Creating a Tools & Equipment Rate Sheet).
2. From the **Navigator** panel, select the **Job Cost & Billing** module
3. Click the **Equipment Usage Log** button

to open the **Equipment Usage Log** window (see image).
4. In the **Enter item number < scan here >** field, enter in the item's Tool Record Number. Click the **Enter** button.



5. Fill out the required fields:
   - **Start Date** and **End Date**

     The **Start Date** and **End Date** are used by Enterprise to calculate *Idle Time* charges. If the **Idle Time** feature has been chosen on the Rate Sheet, all eligible project hours between the Start Date and End Date that are not recorded as *Hours Used* will be charged as *Idle Time*.

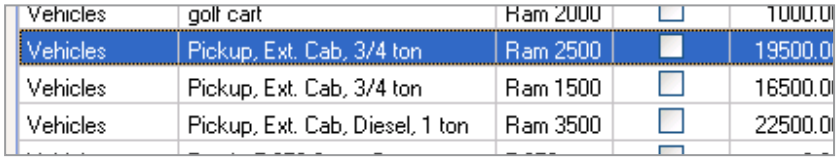
     For example, let's say the project is configured for 8-hour days. You enter the *Start* and *End* dates as the same day and log 6 hours as usage time. Now, 2 hours will be calculated as *Idle Time* charge for that day.
   - **Cost Center** – select **Cost Center** to be charged
   - **Hours Used** - enter the number of **hours** (only numbers, no characters) the equipment was actually in use during the specified time period
6. Click **Save**.

NOTE: Once the log entries have been calculated and posted by the Billing Browser, they are removed from the Equipment Usage Log window.

Adding a Related Item Charge

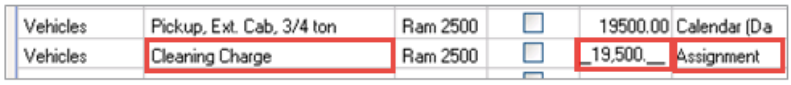
ToolWatch Enterprise enables you to create additional charges for any of the (unique) tool model records listed on the Rate Sheet. For example, if you would like to charge for a cleaning or delivery charge each time the unique item is assigned, you can create a **Related Charge** and associate it with the appropriate Model Record listed on the Rate Sheet.

1. Create a new Rate Sheet OR open an existing Rate Sheet.
2. Highlight the **Model Record** to which you would like to add a Related Charge (see image).


Vehicles golf cart Ram 2000 1000.0
Vehicles Pickup, Ext. Cab, 3/4 ton Ram 2500 19500.0
Vehicles Pickup, Ext. Cab, 3/4 ton Ram 1500 16500.0
Vehicles Pickup, Ext. Cab, Diesel, 1 ton Ram 3500 22500.0

3. Right-click and select OR click the **Add Related Charge** button.

A new line appears on the Rate Sheet.
4. In the **Item Description** field of the new line, enter in a description of this Related Charge (here a *Cleaning Charge*). Click the **Tab** key.



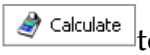
5. In the **Base Value** field, enter in a value for the item's charge. Click the **Tab** key.
6. In the **Calculation Method** field, select **Assignment**. Click the **Tab** key.
7. Fill out the **Initial Charge** Grouping. Click the **Tab** key.
8. Click the **Save And Close** button.

Calculating Un-Posted Charges

The Billing Browser will not display transaction charges until they have been calculated. You can calculate transactions as often as you like in order to view the most updated charges accrued to your Cost Centers.

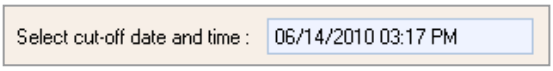
1. From the **Navigator** panel, select the **Job Cost & Billing** module.
2. Click the **Billing Browser** button

to open the Billing Browser window.

3. Click the **Calculate** button  to open the **Cost Center Calculation** window (see image).

Cost Center Calculation
Select cut-off date and time :
09/05/2014 04:34 PM
All
Tools
Materials
Number
Cost Center
Locked By
Locked On
Cut-Off Date
Calc Date
Status (Tools)
Status (Materials)
2003 2003 - Denver Bronco... 09/05/2014 0... 09/05/2014... Completed
3842 69476 - 2980 Fairvie... 09/05/2014 0... 09/05/2014... Completed
8676 Bennethum Training... 09/05/2014 0... 09/05/2014... Completed
3938 Hochtief 09/05/2014 0... 09/05/2014... Completed
4647 Posting T1 09/05/2014 0... 09/05/2014... Completed Completed - But no rate sheet specified
4347 Stoneybrook RJ 09/05/2014 0... 09/05/2014... Completed
4545 10411 - Legacy MS 09/05/2014 0... 09/05/2014... Completed - But no rate she... Completed - But no transactions in the peri...
6063 10411-Legacy 09/05/2014 0... 09/05/2014... Completed - But no rate she... Completed - But no rate sheet specified
3844 110101 - Caterpillar 09/05/2014 0... 09/05/2014... Completed - But no rate she... Completed - But no rate sheet specified
2004 2004 - DIA Concours... 09/05/2014 0... 09/05/2014... Completed - But no rate she... Completed - But no transactions in the peri...
7 3504 - HARP Phase 2 09/05/2014 0... 09/05/2014... Completed - But no rate she... Completed - But no rate sheet specified
5237, 700 University... 09/05/2014 0... 09/05/2014... Completed - But no rate she... Completed - But no rate sheet specified
1010 Codemon Cost Center 09/05/2014 0... 09/05/2014... Completed - But no rate she... Completed - But no transactions in the peri...
6064 Stonybrook 09/05/2014 0... 09/05/2014... Completed - But no rate she... Completed - But no rate sheet specified
6065 Stonybrook subproject 09/05/2014 0... 09/05/2014... Completed - But no rate she... Completed - But no rate sheet specified
5556 Todd's Project 09/05/2014 0... 09/05/2014... Completed - But no rate she... Completed - But no rate sheet specified
2827 00-00016 Turoni 09/05/2014 0... 09/05/2014... Completed - But no transact... Completed - But no transactions in the peri...
100 Pepsi 09/05/2014 0... 09/05/2014... Completed - But no transact... Completed - But no rate sheet specified
All
Calculate
Refresh
Close

4. Begin in the **Select cut-off date and time** field by selecting your desired cut-off date and time.



a. You can select the date and time that you want Enterprise to respect when gathering and calculating transactions. All transactions that have been synchronized by the ToolWatch hosted services will be included if they occurred before the date and time you specify (see image).

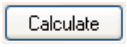
b. Transactions from disconnected desktop workstations or mobile devices that have not been synchronized will not be available for calculation **until after they have synchronized** with the ToolWatch hosted services.

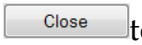
c. ToolWatch Enterprise uses both the *Calendar* (date) and the *clock* (time) to determine tool and equipment charges when the *Calendar Calculation Method* has been selected on a Rate Sheet. So, if you are using the Calendar *Calculation Method*, we recommend that you **select the actual time of day that your business closes** for the calculation cut-off period.

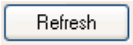
d. You can also calculate charges into the future for the purposes of estimating future charges. **Future charges can be projected out to one year however they cannot be posted**.

5. In the **Calculate** column (see image), place a checkmark next to each Cost Center that you would like to have calculated.

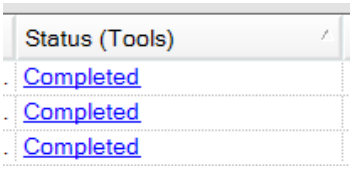
   a. If you would like charges calculated for ALL of your Cost Centers, place a checkmark in the **All** box at the bottom of the column.

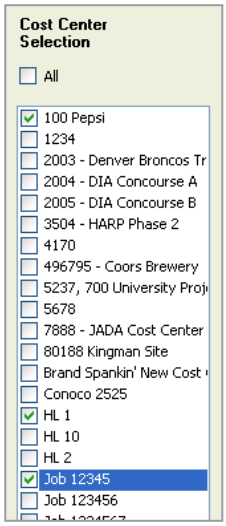
6. The optional **Lock** column allows you lock Cost Centers during the calculation period, thereby preventing others from running any future calculations until you have un-locked them.
   a. Before you calculate one or more of the Cost Center(s) displayed in the *Cost Center Calculation* window, you may want to consider locking those that you want to freeze from further calculations.
   b. In the **Lock** column, place a checkmark next to any Cost Center(s) you would like to have locked. When you lock a Cost Center before calculating it, you essentially become the "owner" of that calculation data (i.e., no one else can recalculate the data unless you release the lock). Others, however, can view the information if they have been granted the appropriate User Permissions.
   c. Locking a Cost Center enables you to print and distribute reports to obtain a review of the charges or approvals by others, if required before posting the data.
7. Click the **Calculate** button 

to begin calculating Cost Center data.
   a. The amount of time required for ToolWatch Enterprise to calculate the Cost Center charges will depend on the number of Cost Centers you are submitting and the number of transactions to be calculated. Most requests are calculated in a few minutes.
   b. Click the **Close** button 

to close the calculation window and return at a later time to view the status of your calculation requests. If you prefer to wait, you may click on the **Refresh** button 

a few times to update your status.
   c. At first, you should see the message *Received;* this should progress to *Queued* and then *Completed.* Once the word *Completed* appears in the **Status** column(s) (see image), your calculations are eligible to be reviewed.





8. Click the **Close** button to close the **Calculate** window.
9. Once your calculation requests are complete, select the Cost Center(s) in the **Cost Center Selection** list (see image):
   a. that have been calculated and
   b. for which you would like to view charges
10. Click on the tab(s) which you are interested in viewing:
   a. Job Cost
   b. Billing
   c. **All** (both Job Cost and Billing tabs)

11. From here, you have a few options available to you:
    a. look in the lower right corner of the window to get a rough comparison of job costs and billing charges (see image); **Billing Amt** should be greater than **Job Cost Amt** by convention

    b. you can export raw data

or generate reports for analysis from the **Reports** button

    c. view transactional details (see The Transactional Detail Window)

Training Activity #35: The Equipment Usage Log & Creating a Related Charge

Scenario: At your *Stoneybrook* job site, your contract dictates that you bill the earthmoving equipment only for the hours that it is actually used and not just for how long it is sitting at the site.

In addition, you need to adjust the Rate Sheet to account for a delivery charge.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > Rate Sheets > Adding a Related Item Charge

Part 1

On your **Stoneybrook Tools & Equipment Rate Sheet** (No. 333), on the Billing tab, enter in the details below:

1. Find the **Earthmoving Equipment** Model Record
2. Confirm a **Base Value** of $115,000.00
3. Be sure **Calculation Method** is set to *Hourly Usage*
4. Confirm **Hourly Usage Rate** is $110.00
5. Set up **Idle Grouping** to charge out at $11.50/hour
6. Add a **Related Charge** to the model:
    a. Name it "Delivery Fee"
    b. Set the **Base Value** at $200.00
    c. Select **Calculation Method** of *Assignment*
    d. Set the **Initial Charge** at 100%

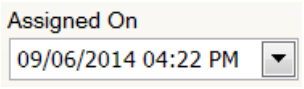
7. Perform a manual sync to update all changes
8. **Save And Close** the Rate Sheet.

Part 2

Create a new transfer and send the backhoe to the *Stoneybrook* job site; then you will simulate that one business day elapses before setting a return transfer for this backhoe.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > Calculating Transactions > The Equipment Usage Log

1. Create a Transfer Ticket for the backhoe.
2. Set up this **transfer** with the following details (to simulate an elapsed day):
   a. Transfer **To:** *Stoneybrook* job site (**From:** Stock or *Main Warehouse*).
   b. Select **Cost Center** = *Stoneybrook Subproject.*
   c. Change the **Assigned On** field 

such that the date/time is **24 hours** prior to now; if today is Monday, then change it to 72 hours prior.
   d. Populate this Transfer Ticket with your backhoe.
3. Process this transfer.
4. Create another Transfer Ticket with the following details:
   a. Transfer **From:** *Stoneybrook* back **To:** your Stock (*Main Warehouse*).
   b. As you are doing a circular transfer, you do not need to select a **Cost Center**.
   c. Leave the **Assigned On** date and time at default settings.
   d. Populate this Transfer Ticket with your backhoe.
5. Process this transfer.
6. Manually sync ToolWatch Enterprise to force an update of all recent changes.

Part 3

The *Stoneybrook* site manager informs you that they only used the backhoe for 2 hours all week. Now, you will need to enter that information into ToolWatch.

1. Fill out the **Equipment Usage Log** as follows:
   a. Type in your backhoe's **Tool Number** (Item No.) in **<scan here>** - Click **Enter.**
   b. Select the **Cost Center** as *Stoneybrook Subproject*
   c. Enter your **Start Date** at one working day/time prior to its transfer to the *Stoneybrook* site.
   d. Enter your **End Date** to accept the default day/time (should be current).
   e. Enter the **Hours Used** as 2.00 - Tab out.
2. Click **Save**.
3. Perform a final manual sync to update your changes.

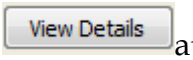
When done, compare your work to the Answer Key.

The Transaction Detail Window

You have initiated charges, run calculations, and showed your Manager your preliminary results. She tells you that she wants to see more detail on each transaction, information not readily available using this view or even on some of the reports you have discovered. What to do?

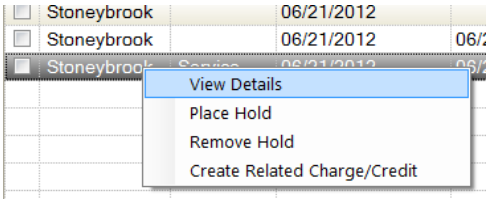
In the Billing Browser, each row represents a transaction such as a transfer, charge or credit. To view more details about a particular transaction, first select (or highlight) the row and then either:

(1) double click the transaction line

(2) click the *View Details* button 

at the bottom of the window or

(3) right-click the transaction line and select *View Details* (see image). Each will result in the opening of the **Transaction Detail** window.



The fields displayed on the Transaction Detail window depend on the type of transaction involved (i.e., your selection). Many of the fields displayed on this window are represented also on the Billing Browser window.

On the next pages are descriptions of those fields not described earlier in this chapter:

Cost Center Information

This section provides summary information on the Cost Center, Cost Code(s) and Rate Sheet used for these calculations.

A Calculated On

This field displays the date and time this transaction was first calculated.

B Cut Off Date

This field displays the date & time assigned on the Cost Center Calculation window.

Item Information

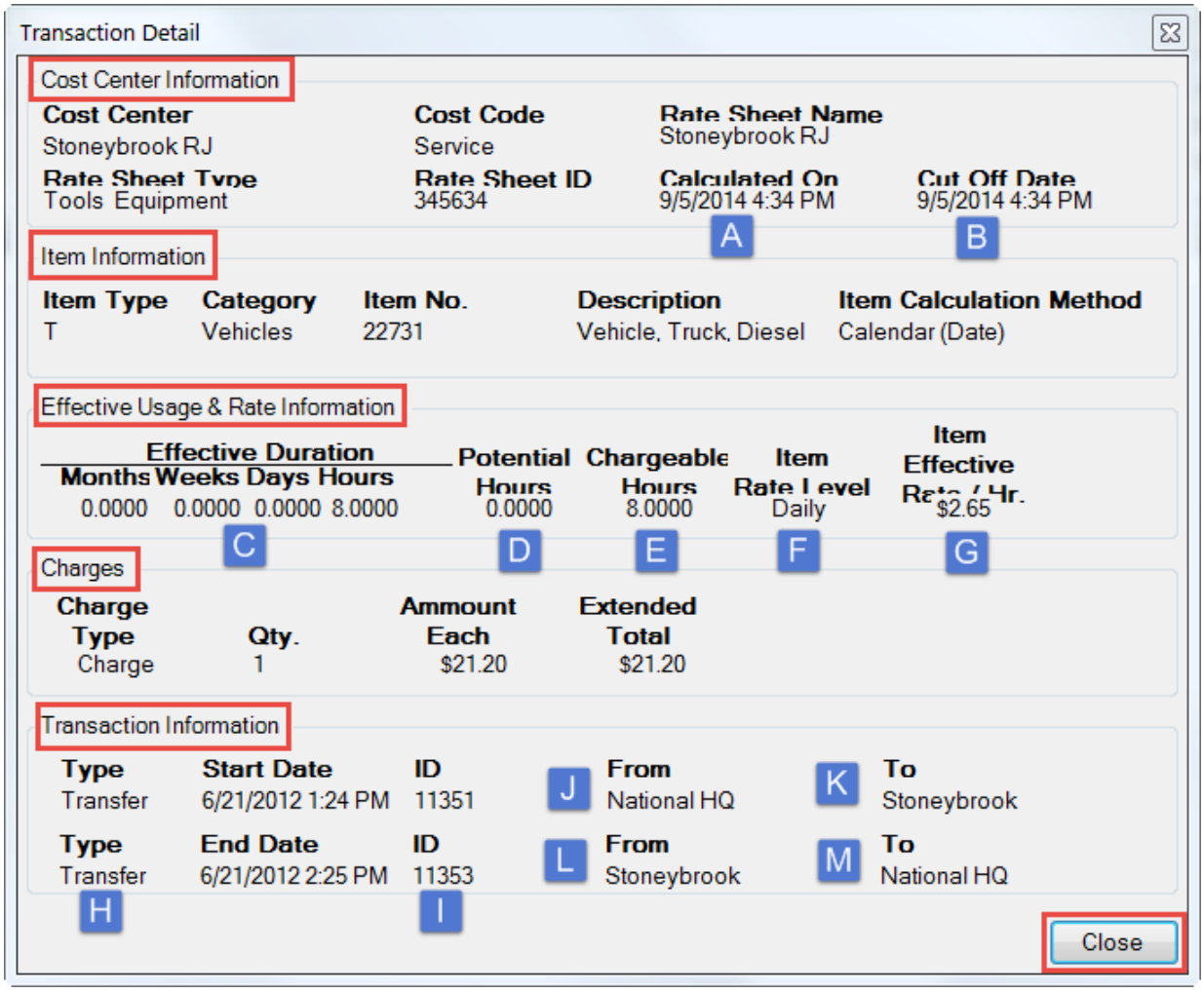
This section provides summary information of the item being charged, taken from the Model Record and Rate Sheet *(Item Calculation Method*).

Effective Usage & Rate Information

This section provides summary information about the data – mostly time based - used in calculating charges for this transaction.

C Effective Duration Fields

The **Effective Duration** fields represent the billable units represented as Months, Weeks, Days and Hours.



D **Potential Hours**

The **Potential Hours** are the maximum hours between the starting and ending transactions, or between the starting transaction and the cut-off date if the latter dates differ. These hours are derived from the Company or Project Calendars, before any non-working (e.g., work stoppage) hours are deducted.

For example, if a Project Calendar is configured for 5 working days per week, with 8 working hours in each day, the total eligible (or *Potential*) hours for this period would be 40 hours.

E **Chargeable Hours**

The **Chargeable Hours** are the hours remaining after non-working hours have been deducted from the *Potential Hours*. The *Chargeable Hours* should be identical to the *Potential Hours*; if they are not, a pause or similar event is impacting the *Chargeable Hours*.

As in the example above, a Project Calendar is configured for 40 hours. However, if this project were paused for one day, say due to a flood, the *Chargeable Hours* would equal (40 – 8) or 32 hours.

F **Item Rate Level**

This field displays the rate level (Hourly, Daily, Weekly, Monthly) used to calculate the charges for this transaction. See Rate Migration for more information about how rate levels migrate.

G **Item Effective Rate**

The **Item Effective Rate** equals the rate per hour representative of the rate level displayed in the *Item Rate Level* Column.

Charges

This section provides summary information about the charge indicated in the selected line.

Transaction Information

This section provides summary information about the starting and ending points of this transaction.

H **Type**

This is the type of transaction (e.g., Transfer, Work Order) associated with this billing transaction.

I **ID**

This is the identifying number for the actual transaction associated with this billing transaction.

J (Starting Transaction) **From**

This field displays the location or person where the tool was assigned prior to this transaction on the **Start Date**.

K (Starting Transaction) **To**

This field displays the location or person where the tool was assigned to end the transaction.

L (Ending Transaction) **From**

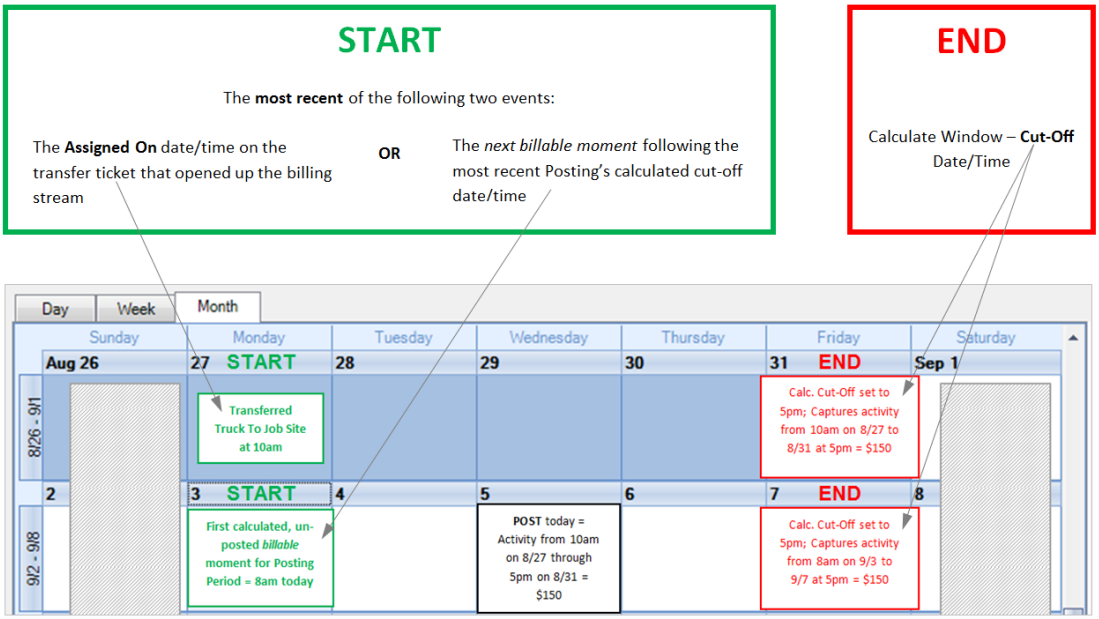
This field displays the location or person where the tool was assigned prior to this transaction on the **End Date**.

M (Ending Transaction) **To**

This field displays the location or person where the tool was assigned to end the transaction.

Example of Calculating Un-Posted Charges

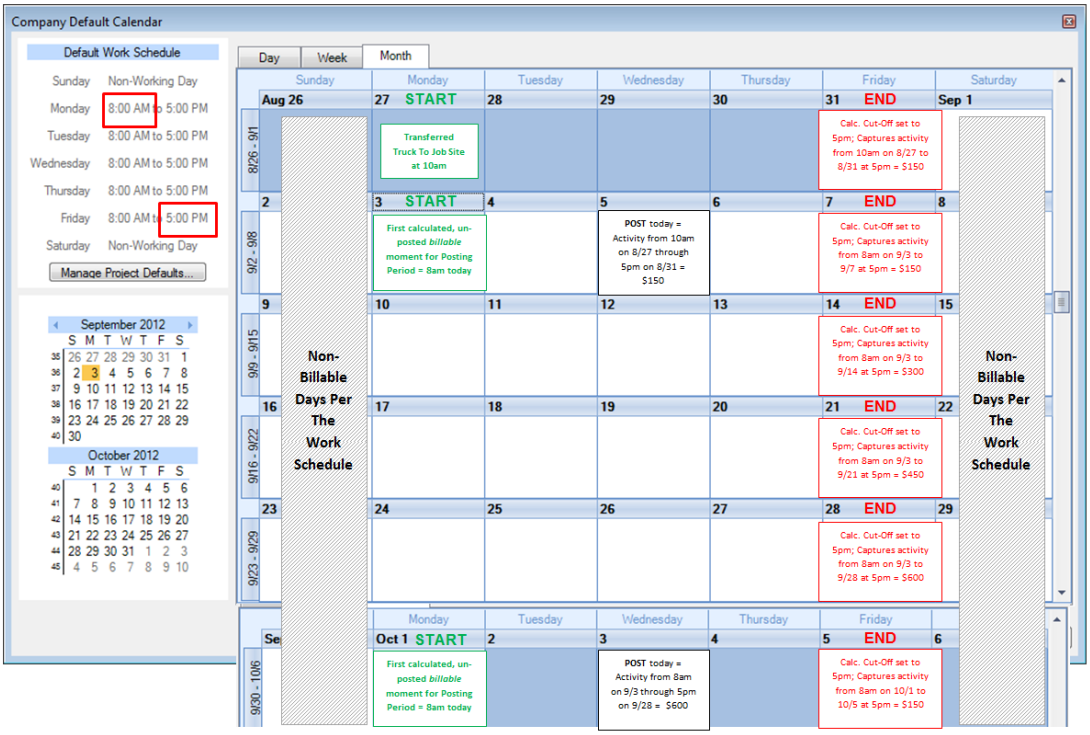
When calculating un-posted charges, the window of time that is captured is based on a *starting* and *ending* moment. These starting and ending moments are defined in the following way:



To best understand this, **view the scenario below:**

SCENARIO -Calculating un-posted charges every Friday; Posting once a month

-Truck in question is billed using the Calendar (Days) method, set to $30/day *($3.75/hr. for daily, weekly, and monthly rates)*


Company Default Calendar
Default Work Schedule
Sunday Non-Working Day
Monday 8:00 AM to 5:00 PM
Tuesday 8:00 AM to 5:00 PM
Wednesday 8:00 AM to 5:00 PM
Thursday 8:00 AM to 5:00 PM
Friday 8:00 AM to 5:00 PM
Saturday Non-Working Day
Manage Project Defaults...
September 2012
October 2012
Day
Week
Month
Aug 26
27 START
31 END
Sep 1
8/26 - 9/1
Transferred Truck To Job Site at 10am
Calc. Cut-Off set to 5pm; Captures activity from 10am on 8/27 to 8/31 at 5pm = $150
3 START
7 END
9/2 - 9/8
First calculated, un-posted billable moment for Posting Period = 8am today
POST today = Activity from 10am on 8/27 through 5pm on 8/31 = $150
Calc. Cut-Off set to 5pm; Captures activity from 8am on 9/3 to 9/7 at 5pm = $150
14 END
9/9 - 9/15
Calc. Cut-Off set to 5pm; Captures activity from 8am on 9/3 to 9/14 at 5pm = $300
Non-Billable Days Per The Work Schedule
21 END
9/16 - 9/22
Calc. Cut-Off set to 5pm; Captures activity from 8am on 9/3 to 9/21 at 5pm = $450
28 END
9/23 - 9/29
Calc. Cut-Off set to 5pm; Captures activity from 8am on 9/3 to 9/28 at 5pm = $600
Oct 1 START
5 END
9/30 - 10/6
First calculated, un-posted billable moment for Posting Period = 8am today
POST today = Activity from 8am on 9/3 through 5pm on 9/28 = $600
Calc. Cut-Off set to 5pm; Captures activity from 8am on 10/1 to 10/5 at 5pm = $150

Training Activity #36: Calculate and View Un-Posted Job Cost & Billing Charges

The first step in viewing job cost & billing charges is to calculate un-posted charges. Here we will calculate un-posted charges for all 3 of our Cost Centers.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > The Billing Browser > Calculating Un-Posted Transactions

1. Begin by doing a manual sync to update all billing data:

   Help menu > **Synchronization Monitor** > **Start Sync**

2. Calculate charges for your *10411-Legacy*, *Stoneybrook* and *Stoneybrook Subproject* Cost Centers.

   a. leave the **Cut-Off** Date/Time set at default values
   b. calculate for both (1) **Tools & Equipment** and (2) **Materials & Consumables**

3. View these charges in the Billing Browser as outlined below. Compare each to images found in the Answer Key.

   a. *10411-Legacy* Cost Center – Job Cost tab
   b. *10411-Legacy* Cost Center – Billing tab
   c. *10411 Legacy* Cost Center – *Billing* and *Job Cost Amount to Post*

   d. *Stoneybrook* Cost Center – Job Cost tab
   e. *Stoneybrook* Cost Center – Billing tab
   f. *Stoneybrook* Cost Center – *Billing and Job Cost Amounts to Post*

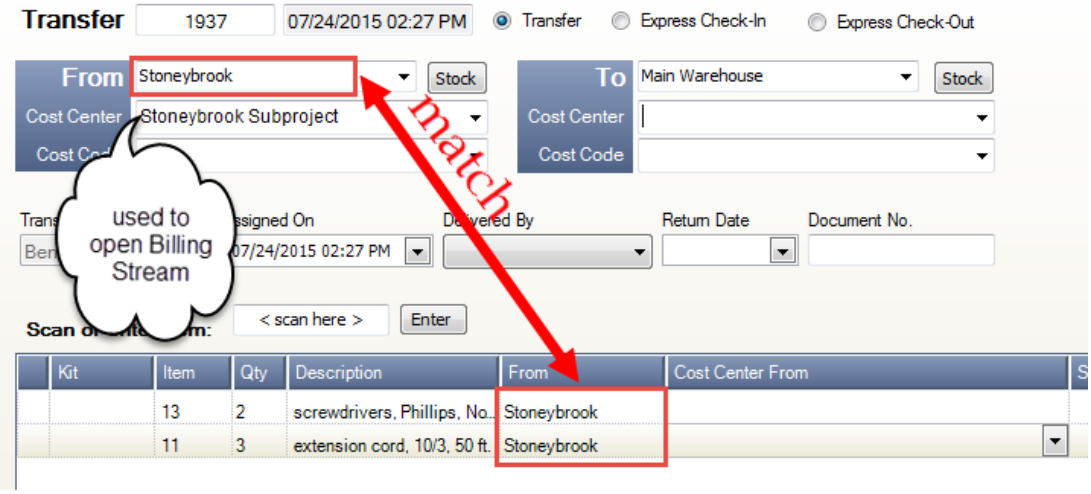
   g. *Stoneybrook Subproject* Cost Center – Job Cost tab
   h. *Stoneybrook Subproject* Cost Center – Job Cost tab – *Transactional Detail* window
   i. *Stoneybrook Subproject* Cost Center – Billing tab
   j. *Stoneybrook Subproject* Cost Center – Billing tab – *Idle Charge – Transactional Detail* window
   k. *Stoneybrook Subproject* Cost Center – *Billing and Job Cost Amounts to Post*

Stopping Job Cost & Billing Charges

When a project closes, or anytime a tool accruing charges is returned to its original assignment, it is necessary to stop any charges that have been accruing up to that point. In essence, all open billing streams being billed to a Cost Center must now be closed. In most cases, transferring the billing items back to their last assignment(s) is sufficient to close those open billing streams.

For **unique** tools accruing charges via a **Calendar-based** (Minutes, Hours, Days) Calculation Method, start by placing the items on a Transfer Ticket. If they are being re-assigned (often directly back to their previous assignment), that is enough to stop charges; if other transfers or Cost Centers have been involved, the rules are slightly different. (See Appendix 10: Advanced Billing Stream Management for help.)

For **quantity** tools accruing charges via a **Calendar**-based Calculation Method, start as above. There are 2 significant differences, however, from unique tools (see image):



1. be sure the **From** site, at the top of the Transfer Ticket, matches the **From** site(s) shown on the tool line item(s) below
2. on the **From** side, select the same Cost Center used to open the Billing Stream

If a **Return Credit** is being issued to ANY tool, unique or quantity, apply the same rules above given for quantity tools using a Calendar-based Calculation Method. (See Return Credit Grouping for additional information.)

Training Activity #37: Stop and View Un-Posted Job Cost & Billing Charges

The last step in viewing un-posted Job Cost & Billing charges is to stop and then re-calculate un-posted charges. Here we will first stop billing and then calculate un-posted charges anew for all 3 of our Cost Centers.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > The Billing Browser > Stopping Job Cost & Billing Charges

1. Both *Legacy* and *Stoneybrook* are done with the items assigned to them. Begin by transferring ALL tools back to stock (i.e., *Main Warehouse*). Do not worry about materials.
   a. *Legacy* > *Main Warehouse* transfer
      i. In the **From** Cost Center field, enter *10411-Legacy.*
      ii. Make sure all quantities & Cost Codes match those of the previous transfer.
      iii. Process the transfer
   b. *Stoneybrook* > *Main Whse* transfer
      i. In the **From** Cost Center field, enter *Stoneybrook.*
      ii. Make sure all quantities & Cost Codes match those of the previous transfer.
      iii. Process the transfer
2. Do a manual sync to update all billing data.
3. Calculate charges for your *10411-Legacy* and *Stoneybrook* Cost Centers.
   a. leave the **Cut-Off** Date/Time set at default values
   b. calculate for both (1) **Tools & Equipment** and (2) **Materials & Consumables**
4. View these charges in the Billing Browser as outlined below. Compare each to images found in the Answer Key.

   a. *10411-Legacy* Cost Center – Job Cost tab
   b. *10411-Legacy* Cost Center – Billing tab
   c. *10411 Legacy* Cost Center – *Billing* and *Job Cost Amount to Post*

   d. *Stoneybrook* Cost Center – Job Cost tab
   e. *Stoneybrook* Cost Center – Billing tab
   f. *Stoneybrook* Cost Center – *Billing and Job Cost Amounts to Post*

Adjusting Un-Posted Charges

Before posting of charges, the Billing Browser Workflow provides an opportunity for "final" un-posted charges (i.e., those calculated after stopping Job Cost & Billing charges) to be reported and reviewed again.

If, after reviewing your charges, there are discrepancies that need adjustment, you can do so in a manner similar to Adding a Related Item Charge to the Rate Sheet.

In as much as you cannot go back and change (delete, edit) your billing statements *per se*, you can **Add** (or **Delete**) a **Miscellaneous Charge/Credit** to the Billing Browser. For example, if a client indicated that he disputed a particular charge, you might:

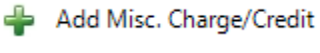
(1) put that charge on **Hold**,

(2) find that the client was due a credit,

(3) **Add a Miscellaneous Credit** on the Billing Browser, and then

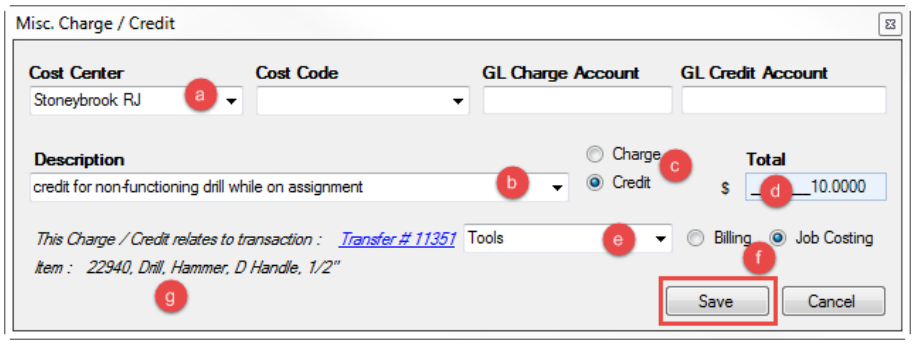
(4) release the **Hold** and post results.

Adding and Deleting a Misc Charge/Credit

1. From the **Navigator** panel, select the **Job Cost & Billing** module.
2. Click the **Billing Browser** button to open the Billing Browser window.
3. Click the relevant Cost Center from the **Cost Center Selection** panel.
4. Click the **Add Misc. Charge/Credit** button. 

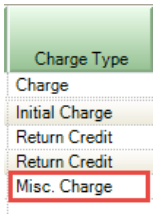
NOTE: If you want to relate your charge or credit to a particular Cost Center charge, highlight the line item of interest then right-click and select **Create Related Charge/Credit.** It will auto-populate the information in 6a & g.

5. The **Misc. Charge/Credit** window appears (see image).
6. Fill in the fields indicated on the window:
   a. select the **Cost Center** to be credited or charged (**Cost Code** & **GL Accounts** optional)
   b. type in a **Description** of why the credit (or charge) is being issued
   c. select **Charge** or **Credit** button



d. type in **amount** (no $ sign) to be credited or charged - tab out
e. select **Tools** or **Materials** for type of item involved
f. select **Billing** or **Job Costing** button representing tab on Billing Browser
g. will be filled in if assigned to a particular charge (line item)

7. Click on **Save** to close window.
8. A new line should appear on the (bottom of) Billing Browser window. Under **Charge Type**, it will be either **Misc. Charge** or **Misc. Credit** based on information you provided.



9. To **Delete** a Misc. Charge or Credit, highlight the relevant line, then click the Delete Misc. Charge/Credit button.

Training Activity #38: Reporting and Miscellaneous Adjustments

The last step prior to posting Job Cost & Billing charges is to analyze un-posted data, often by way of reports, then make adjustments to the data prior to posting it. Here we will look at examples for each.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > The Billing Browser > Adjusting Un-Posted Charges

You have a business practice of sending your foreman a breakdown of the un-posted billing charges from his job site, once a week. This gives him an opportunity to review them prior to posting the weekly charges.

1. From the **Navigator** panel, select the **Job Cost & Billing** module.
2. Click the **Reports** button to open all reports available for that module.
3. From the **Reports** column, select the **Un-Posted Billing Detail (All)**.
4. Select the *10411-Legacy* Cost Center.
5. Make the **Transaction Dates To/From** for Today – Today.
6. Do NOT group or page break by anything.
7. Click on **Next >>.**

After reviewing this report, your foreman finds a discrepancy. The truck that was sent to him broke down after about 4 hours of use. Consequently, he wishes to be credited back a portion of this charge.

1. From the **Navigator** panel, select the **Job Cost & Billing** module.

2. Click the **Billing Browser** button to open the Billing Browser window.
3. Click the *10411-Legacy* Cost Center from the **Cost Center Selection** panel. Go to the **Billing** tab.
4. Add a *Miscellaneous Credit* to this Cost Center: Highlight the Vehicle line and right-click **Create Related Charge/Credit**. Include the following details:
   a. the **Cost Center** should be *10411-Legacy*
   b. add a **Description** that "the truck broke down after 4 hours of use"
   c. issue a $26.50 **Credit**
   d. select **Category** to be **Tools**
   e. select **Billing**
5. **Save** your work.
6. View these charges in the Billing Browser as outlined below. Compare each to images found in the Answer Key.

   a. *10411-Legacy* Cost Center – Billing tab
   b. *10411-Legacy* Cost Center – *Billing and Job Cost Amounts to Post*

Posting Job Cost & Billing Transactions

Posting transaction charges will update each transaction with a Posting Date and Time along with a **Posting Number**. The posting process is final: It will prevent the Billing Browser transactions from being posted again. Posted transactions can be included on reports but they CANNOT be edited or un-posted.

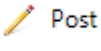
Once the transaction charges have been posted, they will be removed from the Billing Browser window, usually for good. However, some transactions will continue to display if billing on these items has not been stopped (e.g., if an item being charged is using the Calendar Calculation Method and has not been returned or reassigned yet). Said items will continue to generate charges and their corresponding transactions will continue to be visible in the browser.

Examples of other transactions that may continue to be visible in the browser are:

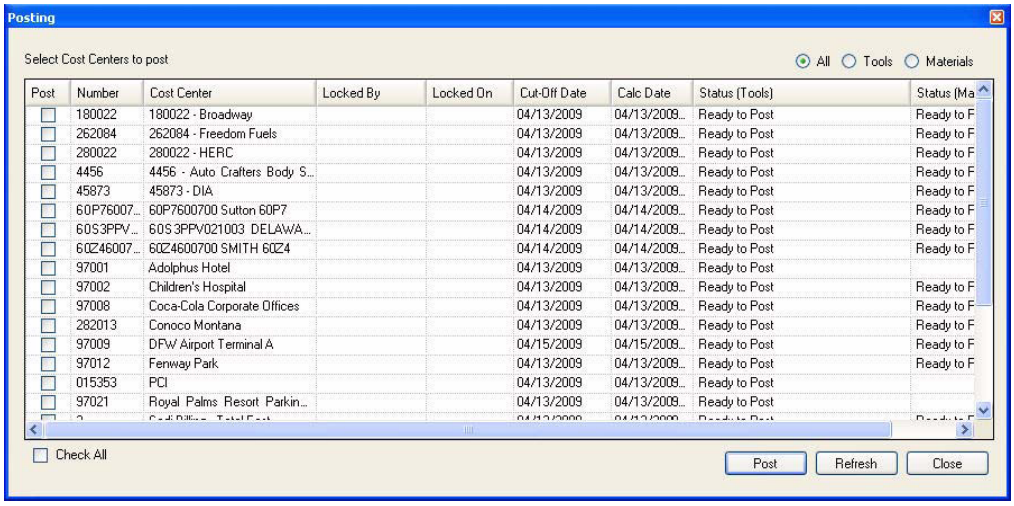
- transactions that have been calculated using **future dates**
- transactions that have had a **Hold** placed on them

Of course, un-posted transactions have to be calculated before you can post them. To calculate un-posted transactions see Calculating Un-Posted Charges.

To post a transaction, simply place it into the Billing Browser and click the Post button.

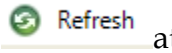
1. From the **Navigator** panel, select the **Job Cost & Billing** module.
2. Click the **Billing Browser** button to open the Billing Browser window.
3. Click the **Post** button. 

4. The **Posting** window appears displaying a list of Cost Centers that are ready for posting (see image).



- Notice (1) the date and time the Cost Center transactions were calculated (**Calc Date**) and (2) the **Cut-Off Date**. If these dates are not appropriate, close the window and recalculate the Cost Center transactions including the correct Date and Time.

5. In the **Post** column, select the individual check boxes for these Cost Centers you would like to post; select all rows by clicking the **Check All** box.
6. Click on the **Post** button

to post transactions for the selected Cost Centers.
   a. Posting requests will be submitted to the ToolWatch Enterprise online services for processing.
   b. You can close the **Posting** window (*a* la when doing calculations) and return at a later time to view the status of the process. Likewise, you can click repeatedly on the **Refresh** button 

at the bottom of the window to update the status.
7. Once the Cost Centers have been posted, they will be removed from the **Posting** window. Likewise, the calculations will disappear from the Billing Browser window.
8. Click the **Close** button.

NOTE: Once transactions have been posted, they cannot be edited or un-posted.

Training Activity #39: Post Job Cost & Billing Transactions

Once your un-posted charges have been reviewed and verified, it is time to post them. Post all 3 of your Cost Centers and then view the posted data in a few Enterprise reports.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > The Billing Browser > Posting Job Cost & Billing Transactions

1. From the **Navigator** panel, select the **Job Cost & Billing** module.
2. Click the **Billing Browser** button to open the Billing Browser window.
3. In the **Billing Browser**, click the **Post** button – The **Posting** window opens.
4. Place checkmarks by all 3 of your Cost Centers.
5. Click the **Post** button.
6. Click the **Refresh** button a few times until all 3 Cost Centers have disappeared from the window.
7. Click the **Close** button.

Once the individual Job Cost & Billing charges, for all 3 Cost Centers, have disappeared from the Billing Browser, the charges have been posted successfully. This may take a few minutes – Click the **Refresh** button to speed things up if need be.

8. Using the **Reports** button

in this module, create a **Posted Billing Detail (All)** report for your *10411-Legacy* Cost Center.
   a. Make the **Posting Dates To/From** for today – today
   b. **Note**: Be careful to interpret **To** as the more recent time & **From** as the more latter
   c. Do NOT group or page break by anything
9. Likewise, create a **Posted Billing Summary (All)** report for your *Stoneybrook* Cost Center.
   a. Make the **Posting Dates To/From** for today – today
   b. Do NOT group or page break by anything
10. Create a **Posted Billing Transaction (All)** report for your *Stoneybrook Subporoject* Cost Center.
    a. Make the **Posting Dates To/From** for today – today
    b. Do NOT group or page break by anything
11. Note the differences in output between *Detail, Summary* and *Transaction* reports.

When done, compare your work to the Answer Key.

Exporting Job Cost & Billing Data

Introduction

Reporting out of ToolWatch Enterprise follows along 2 general lines:

- using stock reports available in **Reports**
- creating customized templates to export raw transactional data

ToolWatch provides you with the ability to export Job Cost & Billing transactional data both before and after they have been posted. You can export summary data or detailed line item data. You can establish the format of the export data using templates you configure around your requirements.

Export Templates Types

The *Export Templates List* window enables you to create and modify templates that are used during the Job Cost & Billing data export process. The templates enable you to configure the output of transactional data to match your accounting system, even for other legacy systems.

You can choose (1) which data is exported, (2) the order in which this data is exported, (3) whether it is to be in a single- or double-line format, (4) the record delimiter symbol and other user-definable attributes. You can create templates that provide transaction **summary** information as well as transaction line item **detail** information. These templates can be saved, copied and modified, and then reused each time data is exported.

Cost Center summary data can be exported in a single line format representing one line for each Cost Center. The **single-line format** is usually used when you intend to match the exported data with your job cost system. You can also export the data as a **double-line format** that is usually intended to match double-entry general ledger systems.

1. Transaction Summary Export Templates

The *Transaction Summary Templates* enable you to export a summary of the charges generated and posted to each Cost Center. The export does not include data about individual transactions. *(*See *Transaction Detail Export Templates* below for more information about exporting transaction details.)

2. Transaction Detail Export Templates

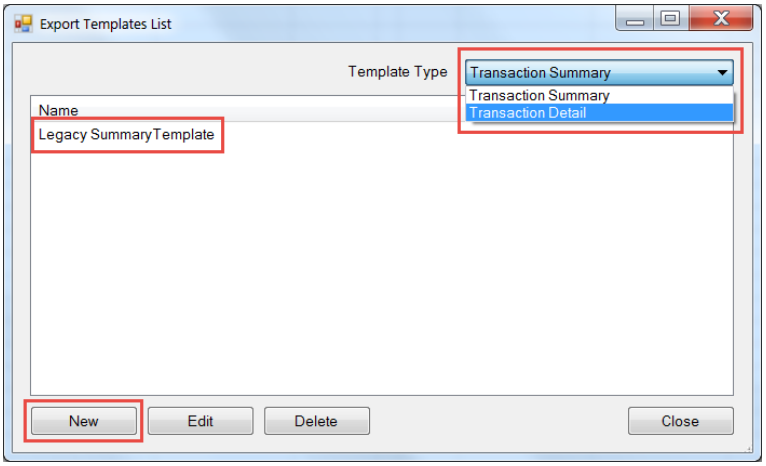
The *Transaction Detail Templates* enable you to export the details about each transaction that has been posted to a Cost Center. The export does include data about individual transactions.

Creating an Export Template

1. From the **Navigator** panel, select the **Job Cost & Billing** module.

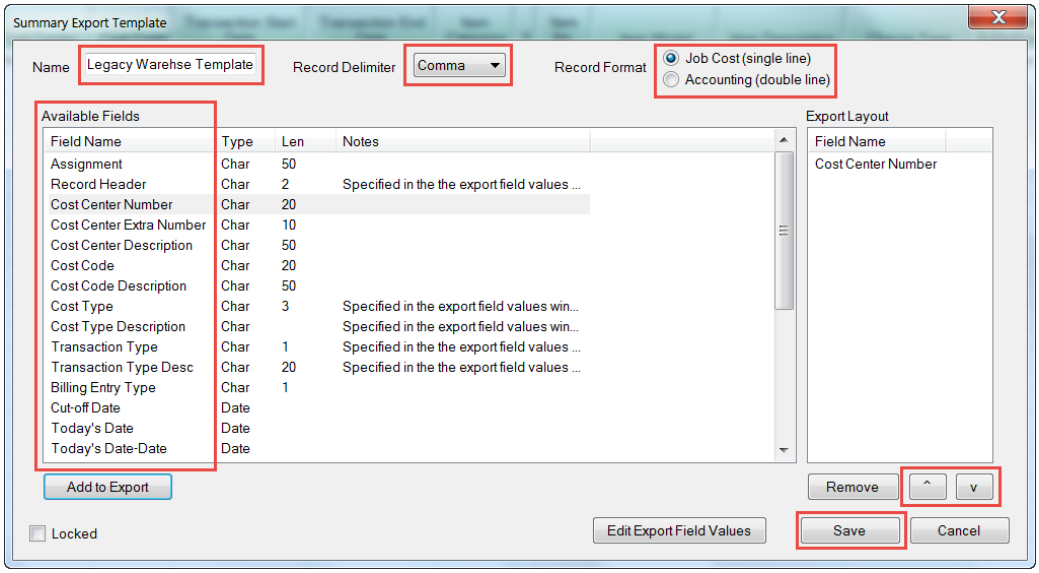
2. Click on the **Export Templates** button.

3. The **Export Templates List** window opens (see image).



4. In the **Template Type** drop-down list, select either
(a) **Transaction Summary** or
(b) **Transaction Detail**

5. Click the **New** button to open the **Summary Export Template** window (see image).


Summary Export Template
Name
Legacy Warehse Template
Record Delimiter
Comma
Record Format
Job Cost (single line)
Accounting (double line)
Available Fields
Field Name Type Len Notes
Assignment Char 50
Record Header Char 2 Specified in the the export field values ...
Cost Center Number Char 20
Cost Center Extra Number Char 10
Cost Center Description Char 50
Cost Code Char 20
Cost Code Description Char 50
Cost Type Char 3 Specified in the export field values win...
Cost Type Description Char Specified in the export field values win...
Transaction Type Char 1 Specified in the the export field values ...
Transaction Type Desc Char 20 Specified in the the export field values ...
Billing Entry Type Char 1
Cut-off Date Date
Today's Date Date
Today's Date-Date Date
Export Layout
Field Name
Cost Center Number
Add to Export
Remove
Locked
Edit Export Field Values
Save
Cancel

6. In the **Name** field, enter a title to identify this template.

7. In the **Record Delimiter** field, choose the record delimiter that will be used to delimit each record in the export file. Choosing the **Record Delimiter** field is required before saving the template. (*Comma* is the most frequently used.)

8. In the **Record Format** field, choose either **Job Cost** or **Accounting.** The data can be exported in a single-line format (Job Cost) or a double-line format (Accounting).

   - The **single-line format** is used typically when you intend to match the exported data with your job cost system.
   - The **double-line format** is usually intended to export data to match double-entry general ledger systems.

9. From the **Available Fields** column, find the field(s) you would like added to your template, highlight and click on the **Add to Export** button.
10. Repeat **Step #9** until you are finished adding fields to your template. (These are displayed in the **Export Layout** column.) You can change the order of these fields here by using the up/down arrows at the bottom.
11. Click **Save** to create your template. It appears now in the **Export Template List.**
12. Click **Close** to exit the **Export Templates List** window.

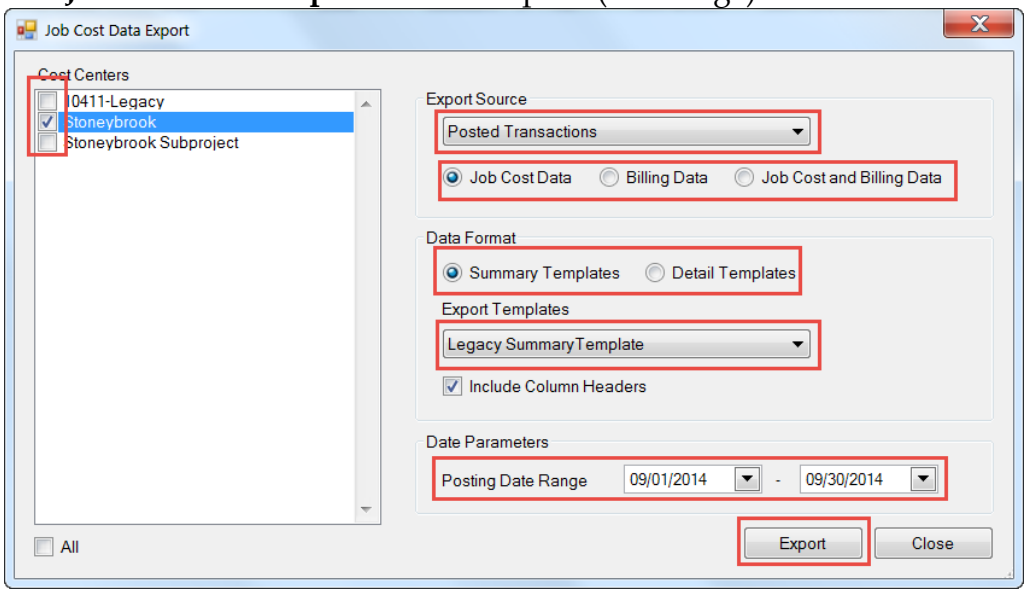
Exporting Data Using a Custom Export Template

Before you can export data, you must have done the following already:

- generated at least one transaction
- have created a template to format the data

1. From the **Navigator** panel, select the **Job Cost & Billing** module.
2. Click on the **Export Data** button.

NOTE: You can get here also by: **File > Export > Job Cost & Billing Data**
3. The **Job Cost Data Export** window opens (see image).



4. In the **Cost Centers** field, place checkmarks next to these Cost Centers for which you would like to export data.
5. In the **Export Source** field**:**
   a. use the drop-down menu to choose either **Posted** or **Un-posted Transactions**

b. select a data type:
   - Job Cost Data
   - Billing Data
   - Job Cost and Billing Data

6. In the **Data Format** field, choose the appropriate template type: **Summary** or **Detail**.
7. In the **Export Templates** field:
   a. from the drop-down menu, select the desired custom export template
   b. select **Include Column Headings**
8. In the **Data Parameters** field, select the **Posting Date Range** that Enterprise will use when searching for eligible data to export
   - IMPORTANT FOR POSTED DATA – The date parameters should be set to capture the moment in time the data actually posted. **It is not based on when the transactions actually occurred**. In essence, the parameters must be set to capture that moment in time the **Post** button was pressed.
9. Click the **Export** button to send the data to the template file.
10. Choose a **File Name** and **Location** on your computer to save the .csv file.
11. Click **Save > OK > Close**.
12. Open your file and observe for completeness & accuracy.

Training Activity #40: Create a Custom Export Template & Export Job Cost Data

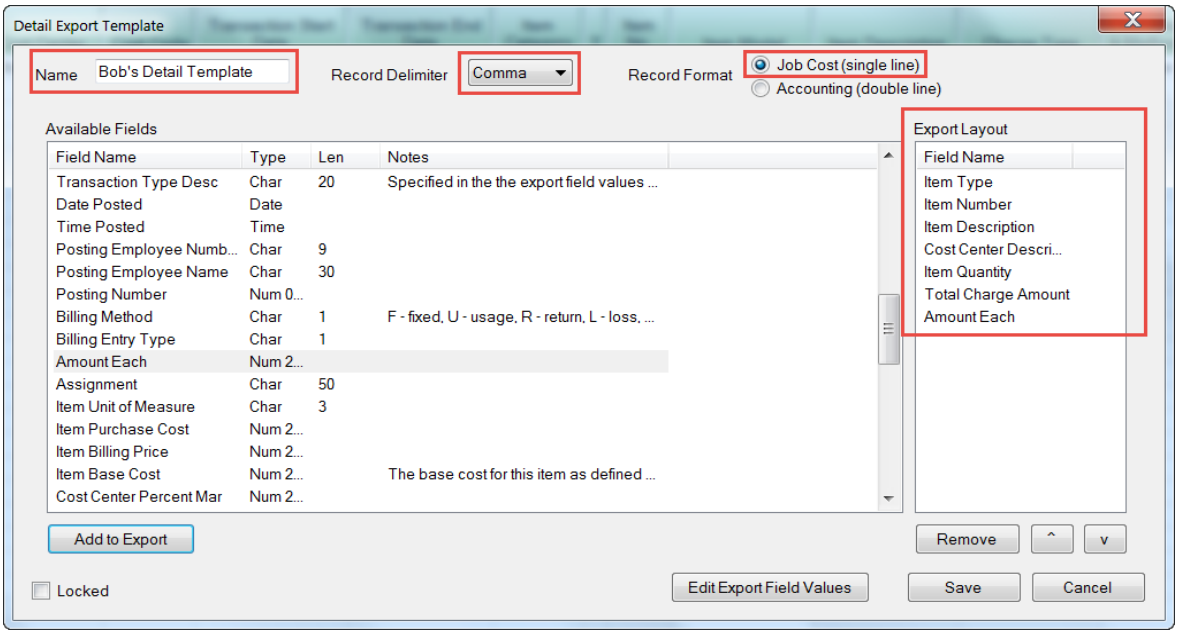
Your supervisor asks you to create a detailed export template for your business unit and then use it to export data from one of your Cost Centers.

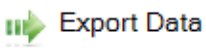
To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > Exporting Job Cost &Billing Data > Creating an Export Template, Exporting Data Using a Custom Export Template

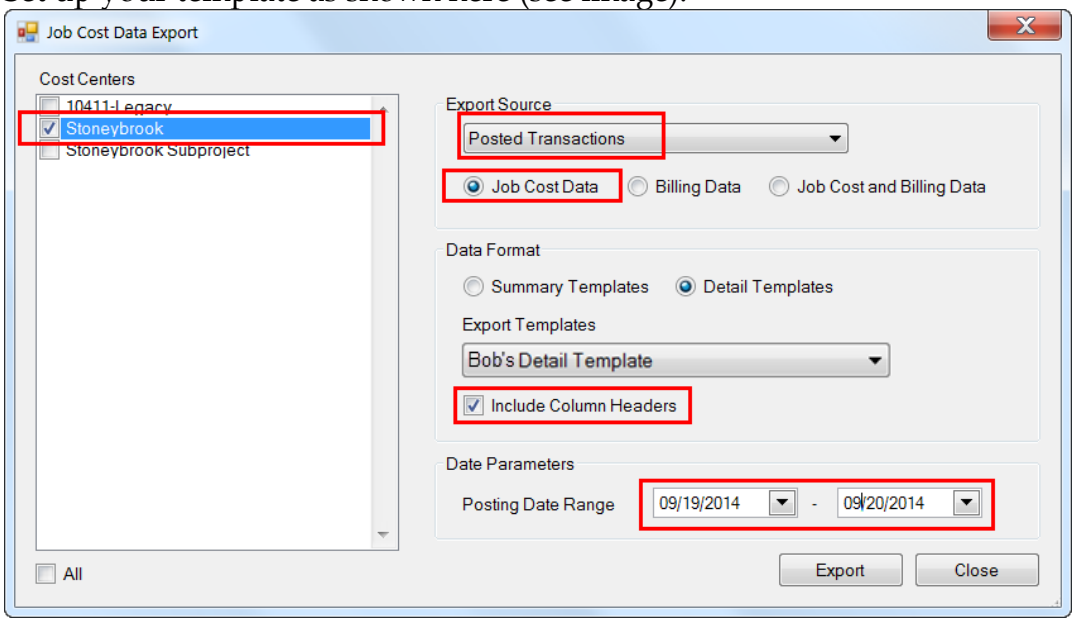
1. In the **Job Cost & Billing** module, click on **Export Templates** button.
2. Create a template with the following features:
   a. Template Type = *Transaction Detail*
   b. Name = *Your 1st Name* + *Detail Template* (e.g., Bob's Detail Template)

c. Set up your template to look like the one here (see image):



3. **Save** your work.
4. **Close** the window.
5. Using the **Export Data** button, 

export data from your *Stoneybrook* Cost Center.
6. Select the Detail Template you just created.
7. Set up your template as shown here (see image):



a. Set your **Posting Date Range** to cover your most recent posting.

8. Click the **Export** button to move your data into this template.

9. Open your exported data in *Excel* (or other spreadsheet application): It should appear similar to this (see image):

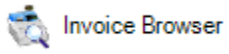
	A	B	C	D	E	F	G
1	Item Type	Item Number	Item Description	Cost Center Description	Item Quantity	Total Charge Amount	Amount Each
2	T	102	truck, diesel, 1/2 ton, 4-door	Stoneybrook	1	$21.20	$21.20
3	T	102	truck, diesel, 1/2 ton, 4-door	Stoneybrook	1	$0.00	$0.00
4	T	9	drill, 1/2", D-handle	Stoneybrook	1	$0.00	$0.00
5	T	102	truck, diesel, 1/2 ton, 4-door	Stoneybrook	1	$21.20	$21.20
6	T	9	drill, 1/2", D-handle	Stoneybrook	1	$0.72	$0.72
7	T	102	truck, diesel, 1/2 ton, 4-door	Stoneybrook	1	$21.20	$21.20
8	T	9	drill, 1/2", D-handle	Stoneybrook	1	$0.72	$0.72
9	T	9	drill, 1/2", D-handle	Stoneybrook	1	$0.72	$0.72
10	T	102	truck, diesel, 1/2 ton, 4-door	Stoneybrook	1	$21.20	$21.20
11	Q	13	extension cord, 10/3, 50 ft unit	Stoneybrook	2	-$104.00	-$52.00
12	Q	12	screwdriver, No. 2 x 4", Phillips	Stoneybrook	3	$39.00	$13.00
13	Q	12	screwdriver, No. 2 x 4", Phillips	Stoneybrook	3	$39.00	$13.00

When done, compare your work to the Answer Key.

Invoice Browser

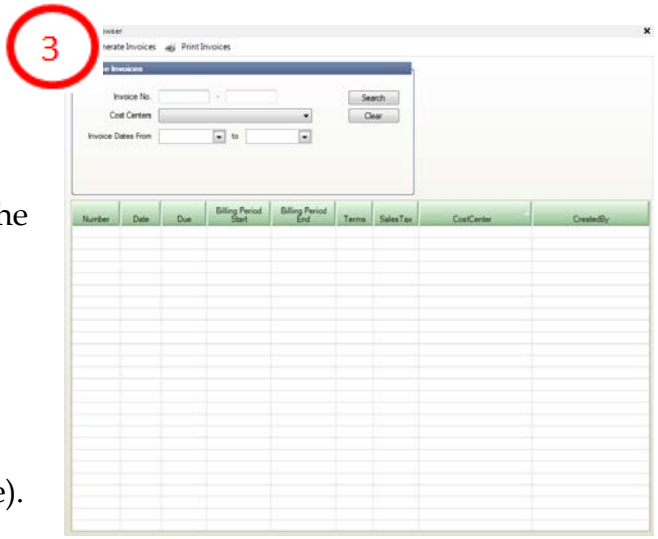
Invoices

Invoices may be generated, displayed and printed using the **Invoice Browser** button.



Either posted or un-posted data may be used to create these invoices. As well, invoices may be customized to include important information such as *Terms*, *Tax %* and *Payment Due*. Invoices are assigned numbers and dates for ease in tracking and reporting.

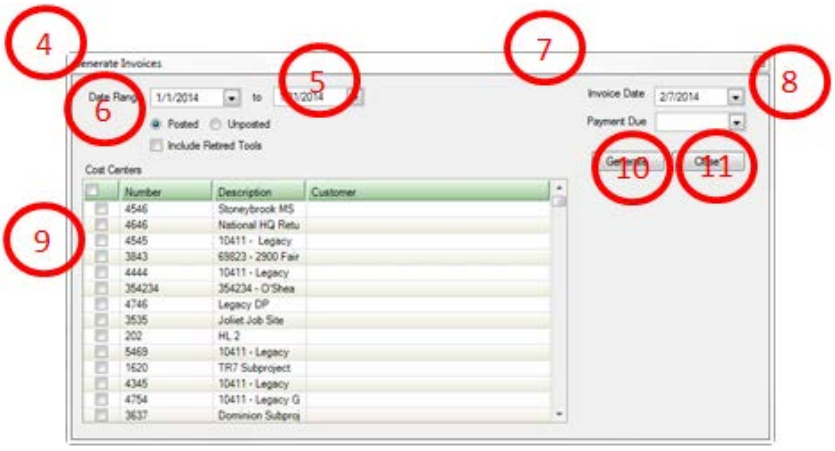
In order to generate a new invoice, Job Cost and/or Billing data will need to be available to capture from the Billing Browser. By default, the Invoice Browser will generate invoices using data from the **Job Cost tab** of the rate sheet.



Generating New Invoices

1. From the **Navigator** panel, select the **Job Cost & Billing** module.
2. Click on the **Invoice Browser** button – the Invoice Browser window opens (see image).

3. Click on the **Generate Invoices** button – the Generate Invoices window opens.



4. Specify a **Date Range** for the data you want included on the invoice. If you wish to target a single date, merely set each field to the same date. Note that your billing data must fall within this date range.

5. Choose which type of data – **Posted** or **Unposted** – you want for the invoice.
   - **Posted** (default): Date Range here determines which posting dates are used
   - **Unposted**: Date Range here determines which transaction dates are used for data from Billing Browser

6. Clicking the **Include Retired Tools** box will incorporate Job Cost and Billing data from tools with existing charges in the time period that you specified, regardless of when the tool was retired in ToolWatch. Tool status (Active, Inactive) is not affected. If unsure about checking this box, go ahead and do so.

7. **Invoice Date** will default to today's date but can be changed to any other date; this date is reflected on the invoice.

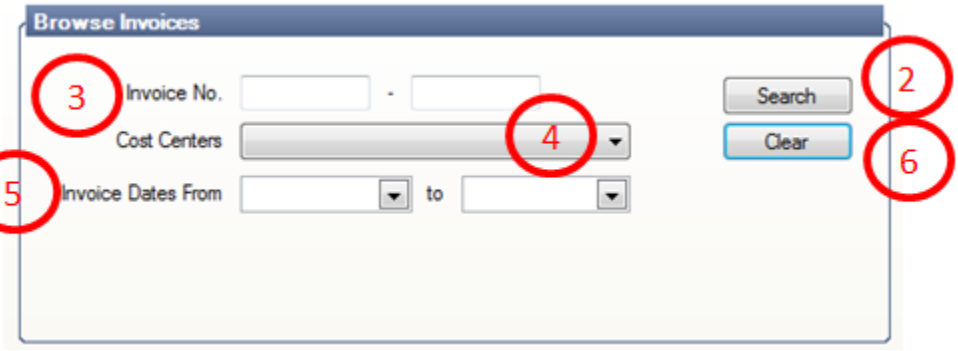
8. **Payment Due** date, also reflected on the invoice, represents the date that payment is expected from the client. As with the invoice, it can be changed to another date.

9. Select which **Cost Centers** you want used to create the invoice. One invoice is generated per Cost Center selected. Choose them individually or click the button at the top of the column to select **All**.

10. When done, click on the **Generate** button to process data and create invoices. You will see a window appear informing you if any and how many invoices were generated.

11. To cancel any changes without being saved, click on the **Close** button.

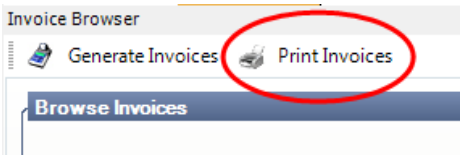
Browsing Invoices



1. Invoices are selected from the **Invoice Browser** window, providing that invoices have been created previously using the **Generate Invoices** function.
2. To retrieve a summary of <u>all</u> generated invoices, click on the **Search** button, leaving all other search fields empty. Otherwise, determine your search criteria and then click the Search button.
3. Display an invoice of a particular number by typing that number into <u>both</u> sides of the **Invoice No.** search fields; display invoices within a given range by entering those numbers into both fields. Note that these Invoice Numbers are unique to the Invoice Browser and are not used anywhere else in ToolWatch.
4. Filter by Cost Center using the drop-down **Cost Centers** menu.
5. To specify invoices generated on a particular date, enter that date into the left-side of the **Invoice Dates From** field; for a range of dates, enter those into both fields.
6. When ready, click on the **Search** button to populate the line items with invoice data. To clear the search filters, click on the **Clear** button.
7. Columns are sortable here like other similar ToolWatch windows: Click on column headers to sort:

Number	Date	Due	Billing Period Start	Billing Period End	Terms	SalesTax	CostCenter	CreatedBy
1270	12/04/201	12/10/2014	07/01/2014	12/04/2014	30 days	10%	10411-Legacy	Bennethum, Todd
1271	12/04/201	12/09/2014	09/01/2014	11/30/2014	30 days	10%	10411-Legacy	Bennethum, Todd
1272	12/04/201	12/12/2014	10/01/2014	11/30/2014	30 days	10%	10411-Legacy	Bennethum, Todd
1273	12/04/201	12/08/2014	10/01/2014	11/30/2014	30 days	10%	10411-Legacy	Bennethum, Todd

   - **Number** – Invoice Number
   - **Date – Invoice Date** from Generate Invoices
   - **Due – Payment Due** from Generate Invoices
   - **Billing Period Start/End** from **Date Range** in Generate Invoices
   - **Terms** – from Invoice Options
   - **Sales Tax** – from Invoice Options
   - **Cost Center** – selected in Search filter
   - **CreatedBy** – person logged in to generate invoice
8. Line items <u>cannot</u> be opened as in other similar ToolWatch windows nor do they have right-click functionality.

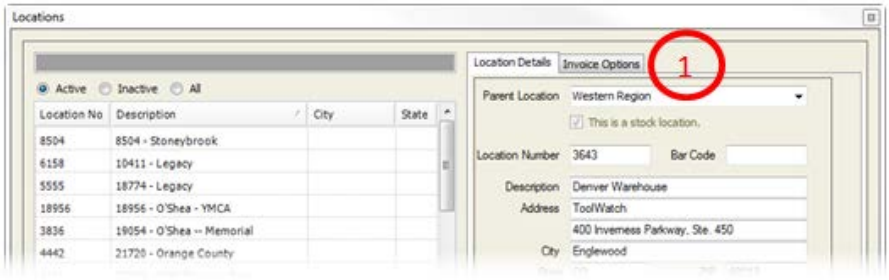


To view a single line entry:

- highlight the line
- click on the **Print Invoices** button
- manipulate the standard print window that appears to optimize viewing, save file, print, etc.

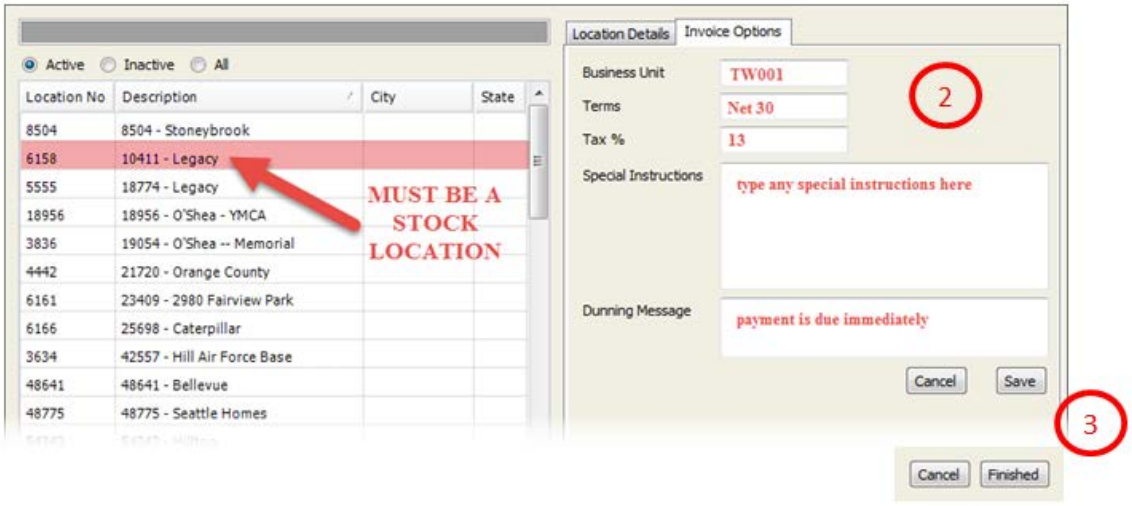
Invoice Options tab

1. In order to set the invoice preferences, it is necessary to go into the **Invoice Options** tab, located under **Lists > Locations**.



Note: This tab will be visible only for Stock Locations

2. Click on this tab to reveal the Invoice Options fields, which will be empty initially.
   - Select the Location that represents the Stock Location for your Job Cost & Billing transactions – highlight this line. (You can tell if it is a Stock Location by looking at the **Location Details** tab, while highlighted, to see if the "This is a stock location." box is checked.)



All of the following appear on any invoices generated using the Invoice Browser:

- assign a **Business Unit**
- provide payment **Terms**
- typing in a **Tax** % value generates a Sales Tax calculation on the invoice
- include any **Special Instructions** or a **Dunning Message**

3. When done, click first on the **Save** button and then the **Finished** button located at the bottom of the window.

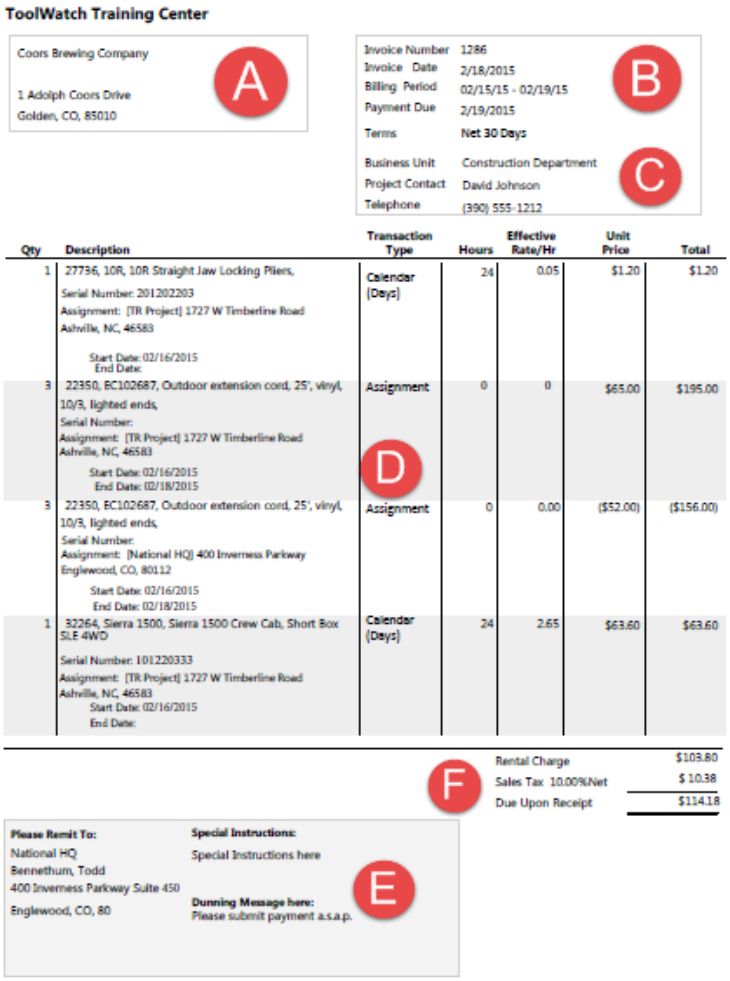
Printing Invoices

1. Invoices are selected from the **Invoice Browser** window, providing that invoices have been created previously using the **Generate Invoices** function. (See Browsing Invoices)
2. To print a single invoice, highlight the invoice line item and then click on the **Print Invoices** button; to select multiple invoices, either click and drag (for consecutive lines) or Ctrl-click each line (for random lines) then click on the **Print Invoices** button. Multiple invoices will appear consecutively but in one document.
3. Printed invoices are in the standard ToolWatch report document format. A pop-up window appears with options to print or save in a variety of formats (e.g., *pdf, doc, xls, txt, rtf*).
4. Shown here are images of the top and bottom of the invoice and the information they contain:

A
- **Customer Information**
  Customer data assigned to the Cost Center being used (Cost Center > *General Info* tab > Customer)

B
- **Invoice Number**
  Invoice Browser > Number
- **Invoice Date**
  Generate Invoices > Invoice Date
- **Billing Period**
  Generate Invoices > Date Range
- **Payment Due**
  Generate Invoices > Payment Due
- **Terms**
  Invoice Options > Terms

C
- **Business Unit**
  Invoice Option > Business Unit
- **Project Contact**
  Cost Center > Manager
- **Telephone**
  Manager (above) > Employee > Phone No.


ToolWatch Training Center
Coors Brewing Company
1 Adolph Coors Drive
Golden, CO, 80010
A
Invoice Number 1286
Invoice Date 2/18/2015
Billing Period 02/15/15 - 02/19/15
Payment Due 2/19/2015
Terms Net 30 Days
B
Business Unit Construction Department
Project Contact David Johnson
Telephone (390) 555-1212
C
Qty Description Transaction Type Hours Effective Rate/Hr Unit Price Total
1 27736, 10R, 10R Straight Jaw Locking Pliers, Serial Number: 201202203 Assignment: [TR Project] 1727 W Timberline Road Ashville, NC, 46583 Start Date: 02/16/2015 End Date: Calendar (Days) 24 0.05 $1.20 $1.20
3 22350, EC102687, Outdoor extension cord, 25', vinyl, 10/3, lighted ends, Serial Number: Assignment: [TR Project] 1727 W Timberline Road Ashville, NC, 46583 Start Date: 02/16/2015 End Date: 02/18/2015 Assignment 0 0 $65.00 $195.00
D
3 22350, EC102687, Outdoor extension cord, 25', vinyl, 10/3, lighted ends, Serial Number: Assignment: [National HQ] 400 Inverness Parkway Englewood, CO, 80112 Start Date: 02/16/2015 End Date: 02/18/2015 Assignment 0 0.00 ($52.00) ($156.00)
1 32264, Sierra 1500, Sierra 1500 Crew Cab, Short Box SLE 4WD Serial Number: 101220333 Assignment: [TR Project] 1727 W Timberline Road Ashville, NC, 46583 Start Date: 02/16/2015 End Date: Calendar (Days) 24 2.65 $63.60 $63.60
F
Rental Charge $103.80
Sales Tax 10.00%Net $ 10.38
Due Upon Receipt $114.18
Please Remit To:
National HQ
Bennethum, Todd
400 Inverness Parkway Suite 450
Englewood, CO, 80
Special Instructions:
Special Instructions here
Dunning Message here:
Please submit payment a.s.a.p.
E

- **Quantity**
  Billing Browser > Qty
- **Transaction Type**
  Billing Browser > Calculation Method
- **Hours**
  Billing Browser > Transaction Detail
- **Effective Rate/Hr**
  Billing Browser > Transaction Detail
- **Unit Price**
  Billing Browser > Amount Each
- **Total** = **Unit Price** x **Quantity**
  Billing Browser > Extended Total

D

- **Description**
  1. **Item Number** – Billing Browser > **Item Number**
  2. **Model Number** – from Billing Browser (by way of Model Record > **Model Number**)
  3. **Manufacturer Description** – Model Record > **Manufacturer Description**
  4. **Serial Number** – Tool Record > **Serial Number**
  5. **Assignment** – Location from Tool Record, Address from Lists > Locations
  6. **Start Date** – represents the starting date from the Billing Browser or, for Posted data, the start date of the charge
  7. **End Date** – this will apply only if the item was returned; as with Start Date, it will come from the Billing Browser or, for Posted data, the end date of the charge

E

- **Please Remit to**
  address of Stock Location to where you are pinned when invoice is created
- **Special Instructions**
  from Invoice Options tab - also includes **Dunning Message**

F

- **Rental Charges**
  sum of charges in **Total** column
- **Sales Tax**
  Rental Charges x **Tax** % (Invoice Options>**Tax** %)
- **Net Due Upon Receipt**
  sum of **Rental Charge** and **Sales Tax**

Training Activity #41: Create an Invoice

You have calculated and posted the data from your *Stoneybrook Subproject* Cost Center. Now you would like to produce an invoice from this data that could be sent to the client.

To review the procedures for this activity, see the following section in the *ToolWatch Enterprise Training Manual:*

- JOB COST & BILLING > Invoice Browser > Invoices

1. Be sure that the data you are using is updated - Sync ToolWatch before you begin

2. In order to populate certain fields on the invoice, it is necessary to enter information in a number of places within ToolWatch.

   a. To establish **Remit To** information for your invoice:
      - **Lists > Locations > Location Details** tab > highlight Main Warehouse > **Address** enter "400 Inverness Pkwy, Suite 450, Englewood, CO, 80112"
      - **Supervisor** > select your name

   b. Set the following information on the **Invoice Options tab**:
      - **Lists > Locations** > highlight Main Warehouse > **Invoice Options** tab
      - **Stock Location** = enter Main Warehouse
      - **Business Unit** = enter Heavy Equipment
      - **Terms** = enter Net 30 days
      - **Tax %** = enter 8 (do not enter %)
      - **Special Instructions** = enter "contact Susan Jones with questions"
      - **Dunning Message** = enter "payment begins upon receipt"
      - **Save > Finished**

   c. To establish a **Project Contact** for your invoice:
      - **Lists > Cost Centers** > highlight *Stoneybrook Subproject* Cost Center > **General Info** tab > **Manager** > enter Susan Jones
      - **Save > Finished**

   d. To establish a **Telephone** for your (Project Contact) invoice:
      - **Lists > Employees** > highlight Susan Jones > **Phone 1** > enter 720-252-7654
      - **Save > Close**

   e. To establish **Customer Information** (i.e., a billing address) for your invoice:
      - **Lists > Customers > Create New > Name** enter Jones & Company Construction > **Save**

- **Lists > Customers** > highlight Jones & Company Construction > enter "7569 Lumberjack Road, Sedalia, CO, 80135"
- **Lists > Customers** > **Contact** enter Susan Jones > **Save** > **Finished**
- **Lists** > **Cost Centers** > highlight *Stoneybrook Subproject* Cost Center > **Customer** > select Jones & Company Construction
- **Save** > **Finished**

f. To establish a **Manufacturer's Description** for your invoiced item:
- **Tool Model Records** > **Categories** Backhoe > All Backhoe > open Backhoe Model Record
- **Manufacturer's Description** > enter "Caterpillar backhoe 450E, bucket loader, 137 hp, 13.5 ton, 4WD"
- **Save**

g. To establish a **Serial Number** for your invoiced item:
- **Tool Browser** > **Categories** Backhoe > All Backhoe > open Backhoe Tool Record
- **Serial Number** > enter CB450E389652
- **Save**

h. To establish an address for the **Assignment** of your invoiced item:
- **Lists** > **Locations** > highlight Stoneybrook > **Address** enter 10752 Rolling Hills Road, Wray, CO, 80758
- **Save** > **Finished**

3. **Sync** up all of the above changes before proceeding.
4. Now you are ready to create an invoice with all appropriate fields populated with data.
   a. **Navigator** > **Job Cost & Billing** > **Invoice Browser** > **Generate Invoices** button
      - Set your **Date Range:** From one week prior to billing date - To **Today**
      - Select **Posted** data
      - Do not **Include Rental Tools**
      - Leave **Invoice Date** at default
      - Set **Payment Due** date to one week in future
      - Select *Stoneybrook Subproject* **Cost Center**
      - Click **Generate** button
      - Click **OK** on **invoices generated** window

   b. Click the **Search** button on your **Invoice Browser** to populate the window with any invoices you have generated. It may take a few minutes for the invoice to appear in the browser.

5. To view your invoice, highlight the item in the browser and click on the **Print Invoices** button. Expand the window to see the invoice detail more closely.

When done, compare your work to the Answer Key.

Job Cost & Billing Reporting Options

Introduction

As discussed in Appendix 7: Fundamentals of Reports, there are over 100 prepared reports in ToolWatch Enterprise from which you may choose. Reports within the Job Cost & Billing module are arranged in logical groupings, such as:

- posted vs. un-posted
- billing vs. job costs
- summary vs. detail vs. transactions
- Tools & Equipment vs. Materials & Consumables

Here we will look more closely at 2 such Job Cost & Billing reporting options: **ROI** and **Billing Comparison Reports**

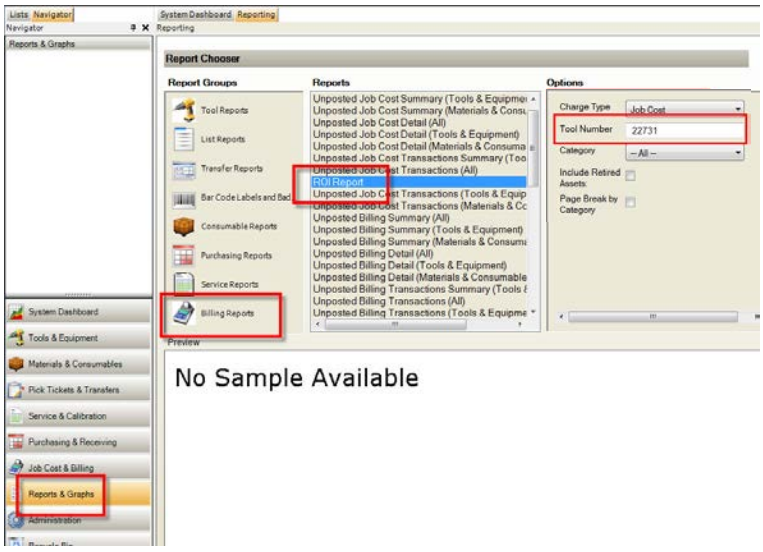
ROI Report

The **ROI Report** calculates your *Return On Investment* for your tools and equipment. It calculates both flat dollar and percent returns. This report compares an item's **purchase price** to its **posted Job Cost & Billing totals**, with and without any service work done against the item(s).

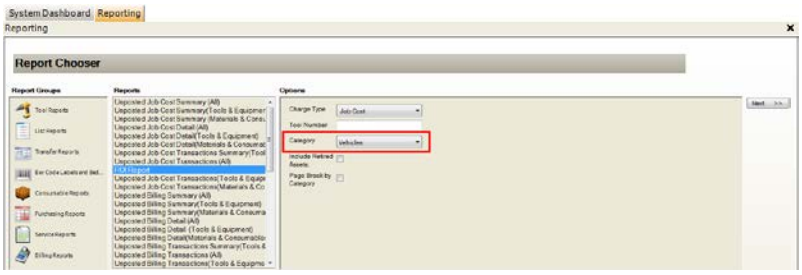
This report can also roll up ROI figures, providing you with both Model and Category totals, such as the ROI figures on (1) all of your Ford F-250's, (2) all of your Toyota Tundras as well as (3) all of your vehicles.

The ROI Report is found in the **Billing Report Groups** (see image) and can be run in one of 3 ways:

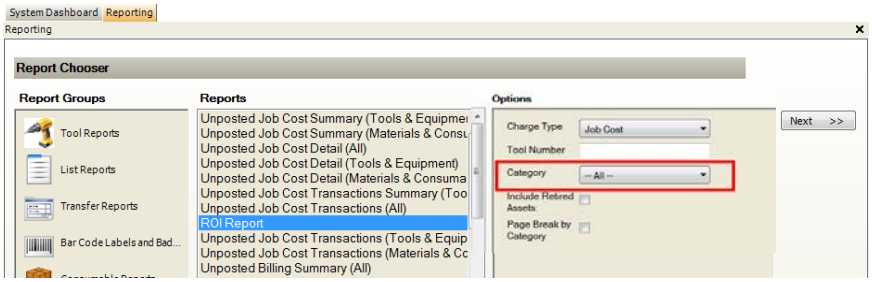
1. Calculating the ROI for a single item, here Tool #22731:



2. Calculating the ROI for a single Category of items, here all Vehicles



3. Calculating the ROI for <u>all</u> of your tools & equipment



4. Here is the **ROI Report** for a single item, Tool #22731 (see #1):

ToolWatch Training - HLevine
National HQ

ROI Report

Category Vehicles
Model TRVH2

Comes from the item's **Tool Record → Purchase & Cost Info tab → Purchase Date field**

Comes from the **Billing Report** entitled "**Posted Cumulative Tools & Equipment Charges**" → Combine the **Total Accrued Job Cost & Billing Charges**

Description	Item Number	Purchase Date	Purchase Price	Total Service	Total Revenue	Return Net Amount	Return Net %	Return With Service Amount	Return With Service %
Vehicle, Truck, Diesel	22731	10/4/2011	26,000.00	46.00	1,245.00	-24,755.00	-95.21	-24,801.00	-95.39
	Model Totals		26,000.00	46.00	1,245.00	-24,755.00	-95.21	-24,801.00	-95.39
	Category Totals		26,000.00	46.00	1,245.00	-24,755.00	-95.21	-24,801.00	-95.39

Comes from the item's **Tool Record → Purchase & Cost Info tab → Purchase Cost field**

Comes from the item's **Tool Record → Service tab → Service History tab → Total Charges**

ToolWatch Training - HLevine
National HQ

ROI Report

Category Vehicles
Model TRVH2

Description	Item Number	Purchase Date	Purchase Price	Total Service	Total Revenue	Return Net Amount	Return Net %	Return With Service Amount	Return With Service %
Vehicle, Truck, Diesel	22731	10/4/2011	26,000.00	46.00	1,245.00	-24,755.00	-95.21	-24,801.00	-95.39
	Model Totals		26,000.00	46.00	1,245.00	-24,755.00	-95.21	-24,801.00	-95.39
	Category Totals		26,000.00	46.00	1,245.00	-24,755.00	-95.21	-24,801.00	-95.39

Net Amount = **Total Revenue** minus **Purchase Price**

Net % = **Net Amount** divided by **Purchase Price**

Net Amount With Service = **Total Revenue** minus **Purchase Price** minus **Total Service**

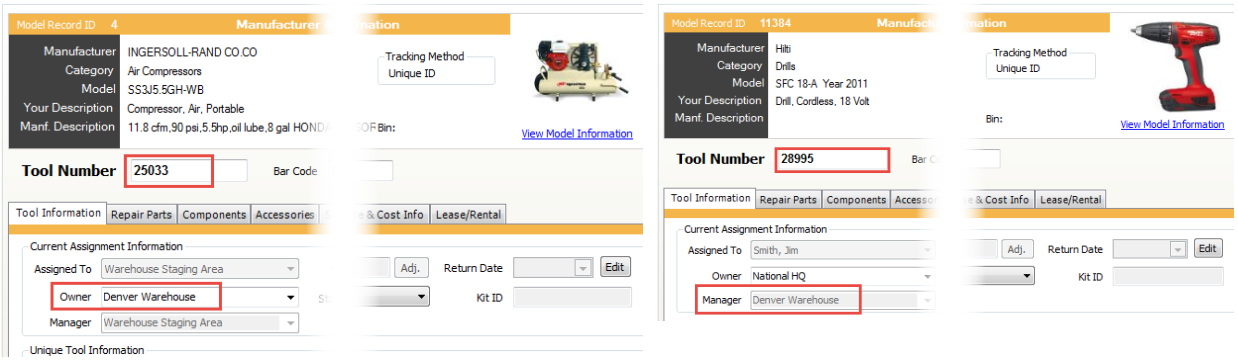
Net % With Service = **Net Amount With Service** divided by **Purchase Price**

Further discussion of this report shows that the **Net Return Amount** and **Percentage** are both negative **(- $24,755.00 and - 95.21%)**, respectively. Negative figures mean that you have not made back yet the money you invested on purchasing this item. Once your revenue exceeds your purchase price, these net figures will no longer be negative, thereby illustrating a positive return on your investment (ROI).

Billing Comparison Report

The purpose of the **Billing Comparison Report** is to tell you which checked-out tools & equipment are not generating charges presently. **These tools must fit into 2 criteria**:

1. The Stock Location selected for the report is either the <u>current</u> **Owner or Manager** of the tool (see images).



2. The tool is currently assigned to a Location, Employee or Stock Location <u>other</u> than the one selected for the report.
3. Image of Billing Comparison Report showing that the 2 criteria "fit"

Stock Location = current Owner

Billing Comparison Report

ToolWatch Training Center
National HQ

Billing Comparison
Stock Location Denver Warehouse

9/9/2014 2:41 PM
Report ID: N/A-B-N/A-000
Charge Type:

Tool Number	Bar Code	Status	Description	Manufacturer	T	Model	Qty	Assignment
5793	126806	statusCo	Air Tanks, 20 Gallon	manufacturer	T	459	1	Smith, Jim
1639	745738	statusCo	Backhoe, 3 ton	manufacturer	T	CAT8999	1	Jenkins, Brian
9341	186439	statusCo	Bender, Conduit 880	manufacturer	T	881	1	Jenkins, Brian
9340	546846464	statusCo	Bender, Conduit 880	manufacturer	T	881	1	Reynolds Job Site
24060	1245245253	statusCo	clamp, F	manufacturer	T	Frt0	1	Porter, Jerrry
25026	54345348	statusCo	Compressor, Air, Portable	manufacturer	T	SS3J5.5GH-WB	1	National HQ
25033	257874528	statusCo	Compressor, Air, Portable	manufacturer	T	SS3J5.5GH-WB	1	Warehouse Staging Area
25029	257874524	statusCo	Compressor, Air, Portable	manufacturer	T	SS3J5.5GH-WB	1	Reynolds Job Site
25023	54345345	statusCo	Compressor, Air, Portable	manufacturer	T	SS3J5.5GH-WB	1	Eastern Operating District
22629	452452455	statusCo	Compressor, Air, Portable	manufacturer	T	SS3J5.5GH-WB	1	LTG Job Site
25032	257874527	statusCo	Compressor, Air, Portable	manufacturer	T	SS3J5.5GH-WB	1	Trinidad Trailer
25025	54345347	statusCo	Compressor, Air, Portable	manufacturer	T	SS3J5.5GH-WB	1	Smith, Jim
1630	745678	statusCo	Cutter, PVC and Conduit	manufacturer	T	GPC-200	1	Jenkins, Brian
BZ25999	257874523	statusCo	Demolition Hammer, Hex, 3/4"	manufacturer	T	DW204	1	Smith, Jim
0110001	1	statusCo	Drill, 1/2"	manufacturer	T	1025VSR	1	Porter, Jerrry
33	85232452	statusCo	Drill, Cordless, 1/2"	manufacturer	T	DW995K	1	Reynolds Job Site
23741	5452452	statusCo	Drill, Cordless, 1/2", 18 volt	manufacturer	T	DWR2309	1	Texacon Project
20409		statusCo	Drill, Cordless, 1/2", 18 volt	manufacturer	T	DW8800	1	Thermacorp
28995	569563	statusCo	Drill, Cordless, 18 Volt	manufacturer	T	SFC 18-A	1	Smith, Jim
28692	569260	statusCo	Extension Cord, 10/3, 100'	manufacturer	Q	4506A7	1	Thermacorp
26574	7	statusCo	Extension Cord, 10/3, 100'	manufacturer	Q	4506A7	1	Brown, Sharon

no Denver Assignment

Stock Location = current Manager

Custom Reporting Options

API

Most clients of ToolWatch Enterprise who have an annual subscription package have access to additional integration services. These tools allow for third-party software applications to integrate, to varying degrees, with ToolWatch software.

One of these tools, an **API** (*Application Programming Interface*), involves having our ToolWatch developers work with IT personnel from your company to develop scripts that "push/pull" ToolWatch data through. Find out more at:

developer.toolwatch.com/API

Reporting Cloud

Another subscription-based service option is our **Reporting Cloud**, found at

developer.toolwatch.com/ReportingCloud

Relevant to Job Cost & Billing, one of the main uses for Reporting Cloud is allowing for export of Job Cost & Billing data for integration with other common accounting systems (e.g., *Timberline, QuickBooks, SAP*).

Mobile Scanner

The mobile device is an abridged, handheld version of ToolWatch Enterprise desktop. In this chapter, you will learn how to navigate the ToolWatch Mobile Scanner. This includes basic navigation, various Search functions, requesting and transferring items using Pick Tickets, conducting inventory and creating new items.

Upon successful completion of this Section, the learner will be able to:

- describe how the Mobile Scanner communicates and exchanges data with other devices, including **synchronization**
- **log into** ToolWatch software for the Mobile Scanner
- navigate the Mobile interface and exchange information with the *Enterprise* interface
- search for and edit both **Tools** and **Materials Records**
- scan **Barcode** data properly and place it into relevant ToolWatch fields
- search for and edit both **Tool** and **Material Records**
- create and process a **Transfer,** including the capture of a **Signature**
- edit Transfer Ticket information (e.g., **Cost Centers** and **Codes, Meter** and **Status)**
- utilize the **Express Check-In** feature for returning tools
- perform the following functions of a **Pick Ticket**:
  a. **Pick** it
  b. **Save** it
  c. **Transfer** it
- apply the **Count Inventory** function to a given location:
  a. using new and existing **Count Tickets**
  b. using the Search screen to find existing Count Tickets
- execute the following **Mobile Admin tab** operations:
  a. add new **Tool Records**
  b. add new **Tool Model Records**
  c. add new Tool Records to existing Tool Model Records
  d. add new **Material Records**
  e. add new **Material Model Records**
  f. add and populate a **Kit**

Basic Concepts for the Mobile Scanner

Introduction

ToolWatch Mobile Scanner is designed to bring Enterprise technology from the office to the warehouse and into the field. ToolWatch Mobile software employs virtually full functionality between desktop and mobile platforms. And the unit works even through spotty internet connectivity.

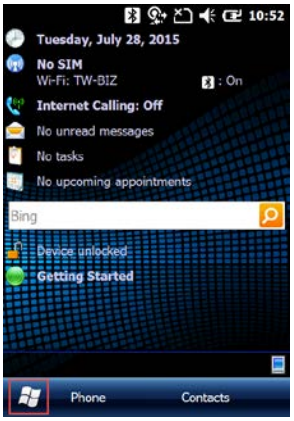
As the mobile comes pre-installed with the necessary software, all you will need to get started aside from the device is an internet connection (to sync regular updates via the cloud) and a database of your inventory, provisioned to your mobile. Generally, your ToolWatch administrator will take care of all of this for you.

NOTE: Recall that your Assigned Stock Location (from the desktop) is where you will be located ("pinned") in the Mobile. You can edit this on your user profile at **Lists > Employees > Assigned Stock Location**.

If you wish for a user to access multiple locations using the Mobile, we suggest creating multiple user profiles where each profile has as its Assigned Stock Location one of these locations. The user then can log in and have immediate access to Pick Tickets, Count Tickets, etc. for these locations.

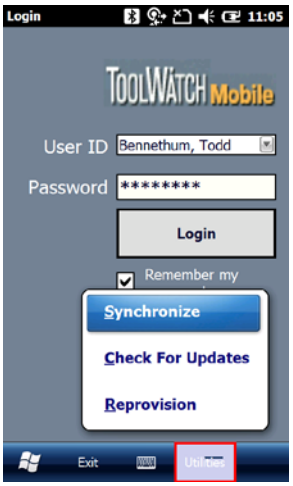
Logging into the Mobile Scanner

1. Here is an image of the mobile start-up screen. Tap once on:



2. From the drop-down menu, tap once on the **TWMobile Enterprise** icon.

3. The login screen appears.
Click on **Utilities** to open 3 options:



- *Synchronize*
- *Check For Updates*
- *Reprovision*

Recall there is a **2-3 day limit** on *Synchronize* for the Mobile Scanner:

After 2-3 consecutive days wherein a device does not sync, contact Tech Support for help with *Reprovision*.

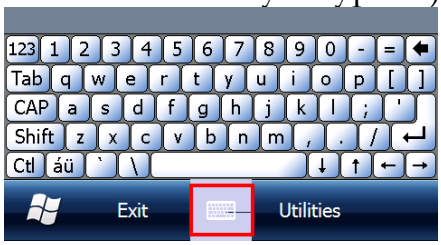
4. Select a name from the **User ID** list.

- If an employee's name is not in this drop-down list, s/he will need to be added and made a *Mobile Device User*.
- Your ToolWatch administrator can do this from ToolWatch Enterprise by following this path:

  Lists > **Employees** > highlight or create the Employee > **Manage ToolWatch User Account** button > check **Mobile Device User** box

5. Enter a **Password** (see your ToolWatch administrator).

   NOTE: To type, click on the keyboard icon on the bottom of the screen, using the stylus. (Click on the **Enter** button on the keyboard to enter information you type in.)



6. Tap the **Login** button.

Once you are logged in you will be brought to the *ToolWatch Mobile* **Home screen**. The Home screen has two tabs on the bottom of it: **Home** and **Admin**.

7. Here is a view of the options from the **Home** tab:

8. Here is a view of the options from the **Admin** tab:

Mobile Home Tab

Search for a Tool/Material Item

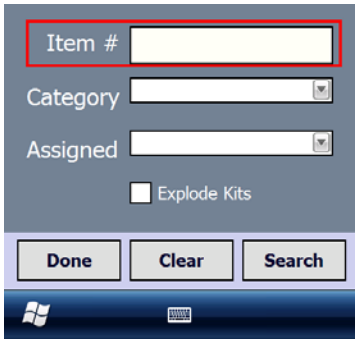
1. From the **Home** tab, tap on the **Tools & Materials** button.

2. Determine if you would like to search for **Tools** or **Materials**

3. The Mobile has 3 different ways to Search for tools:

   a. Search by **Item #**

      i. Tap into the **Item #** field to set the cursor



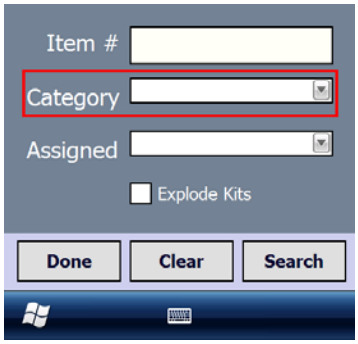
      ii. Enter data using either:
      (1) the scanner's number pad or
      (2) by tapping on the keyboard

      iii. Tap the **Search** button

      iv. Double-tap the item to view/edit

   b. Search by **Category**

      i. Tap the drop-down arrow in the **Category** field



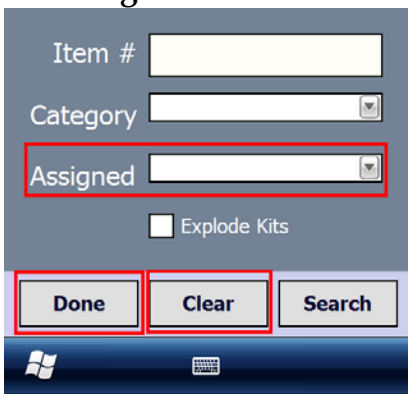
      ii. Select a **Category**

      iii. Tap the **Search** button

      iv. Double-tap the item to view/edit

   c. Search by **Assignment**

      i. Tap the drop-down arrow in the **Assigned** field



      ii. Select a Location or Employee

      iii. Tap the **Search** button

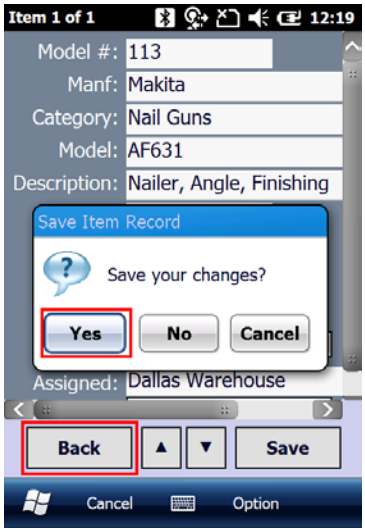
      iv. Double-tap the item to view/edit

   d. To clear all search fields, tap on the **Clear** button.

   e. Tap the **Done** button to return to the **Home tab.**

Editing Tool or Material Record Information

1. Search for the Tool or Material Record (see previous section Search for a Tool /Material Item).
2. Make and save any desired edits.
3. To save your work, either tap **Save** or tap the **Back** button.



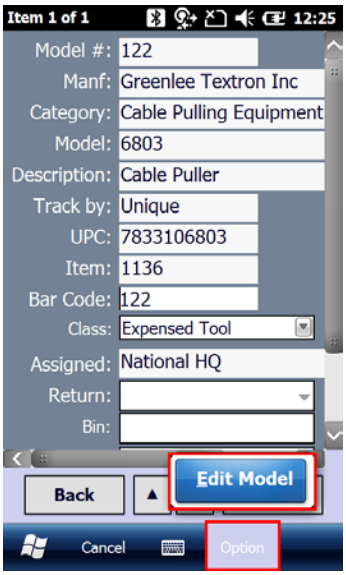
   a. Tapping the Back button opens the **Save Item Record** window.

   b. Tap **Yes** to save

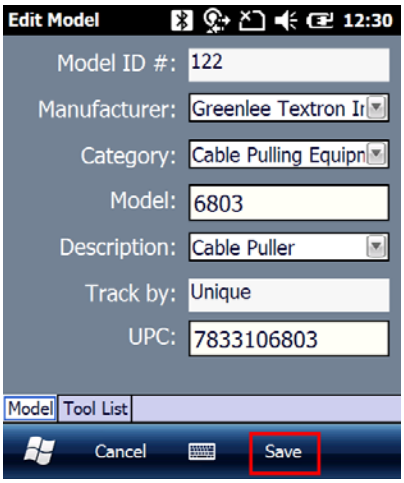
Editing Tool Model Record Information

Editing Model Record information will **modify all Tool Records associated** with that model. To edit Model Record Information:

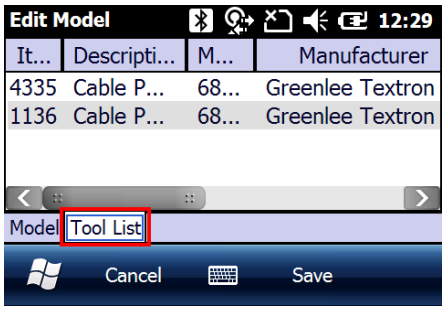
1. Search for the Tool Record of interest (see Search for a Tool or Material Item).



2. Tap on the **Option** button
3. Tap on the **Edit Model** button
4. Edit the relevant information on the Model Record.
5. Tap **Save** to save these changes. The information will be uploaded the next time the device syncs with the Enterprise server.



6. Tap on the **Tool List** tab to display all tools represented by the model of interest.

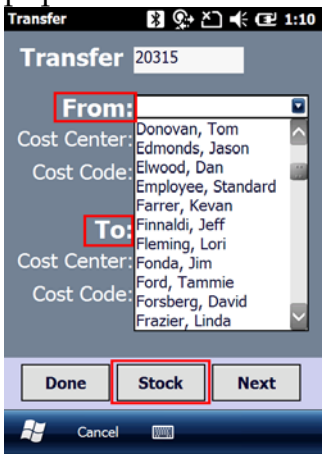


Transferring Items

Transfers allow users to move tools, materials or kits from one location or employee to another. Transfer Tickets can be created on the Mobile but not saved nor stored. Historical transfers may be found on the desktop.

1. From the **Home** tab, tap on the **Transfer** button.

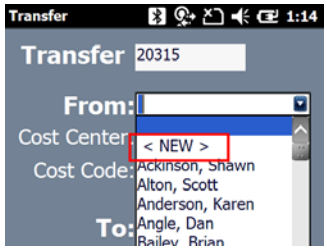
2. Tap on the drop-down menus to populate the **From** and **To** fields.

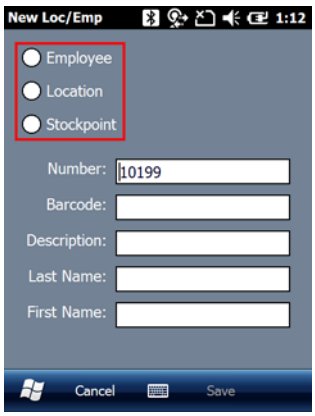


   a. Select either an Employee, Stockpoint or Location.

      i. With cursor in either field, tap on the **Stock** button to populate the **From** or **To** field with the user's designated Stock Location.

      ii. If neither the location nor employee is listed, you can also select **<NEW>** and follow the prompts to create a new location or employee- Click **Save**.



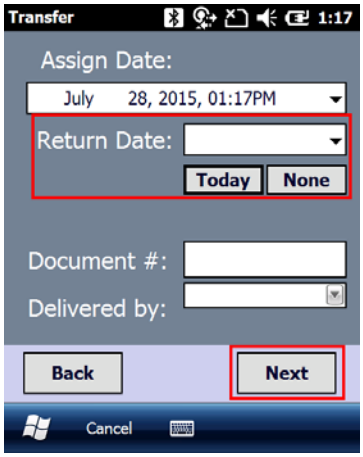


3. Tap the **Next** button

4. The **Assign Date** reflects the (current) day and time the transfer is created.

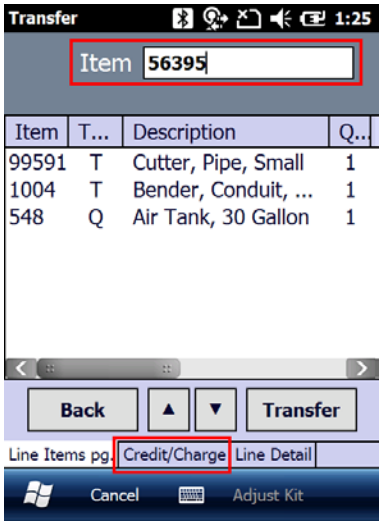
5. If you wish to designate a day for items to be returned, add a **Return Date** (optional).

   a. The other fields on this screen (**Document #** and **Delivered by**) are optional also.

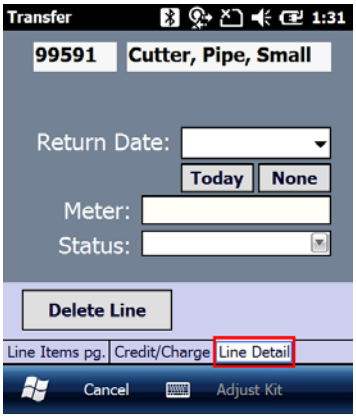


6. Tap the **Next** button.

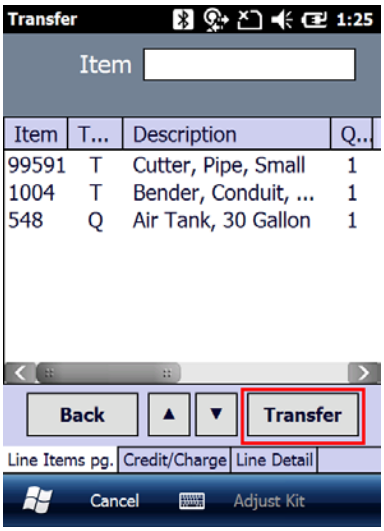
7. Tap in the **Item No.** field to set the cursor.



8. Enter a number in the **Item No.** field either by:
   a. scanning an item's **Barcode**
   b. typing in the item's Tool or Material Number using the scanner's number keys or the keyboard
   c. click the scanner's **Enter** key to enter items onto transfer
9. Repeat **Step #9** until you have finished adding all of your items.
10. To make edits to Cost Center or Code information, click on the **Credit/Charge** tab.
11. To edit line item details such as **Return Date, Meter, Status** or to delete a line, click on the **Line Detail** tab.



12. Tap the **Transfer** button



13. The **person submitting the transfer** signs inside of the white box. This optional signature will also show up on the Transfer Ticket when it synchronizes with the desktop application.

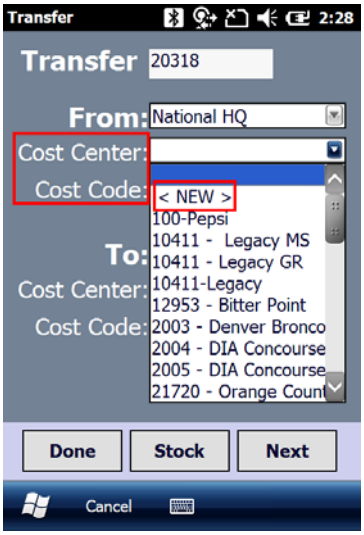
14. Tap **Clear** to clear the signature.
15. Tap **Done**. By doing so, you are officially executing the transfer..
16. A **Transfer Complete** message appears on the device. Tap **OK**.

Modifying Cost Center and Cost Code on a Transfer

There are 2 ways to add a **Cost Center** and **Cost Code** to a transfer on the handheld device.

- The first method sets the Cost Center and Cost Code for ALL of the items being transferred.
- The second method allows you to alter the Cost Center and Cost Code for an INDIVIDUAL item, leaving the rest of the items unchanged.

1. Create a transfer (follow **Steps #1–3** in Transferring Items)

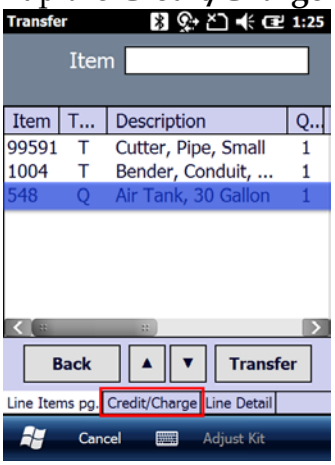


2. You can add a Cost Center and Cost Code for where the items are coming from, going to or both.
3. Below the **From** field, tap on the **Cost Center** drop-down menu.
4. Select a **Cost Center:**
   a. If the Cost Center is not listed, you can tap on **<NEW>** and follow the prompts to create a new Cost Center.
5. For adding a **Cost Code**, repeat **Steps #2–4** using the Cost Code drop-down menu.

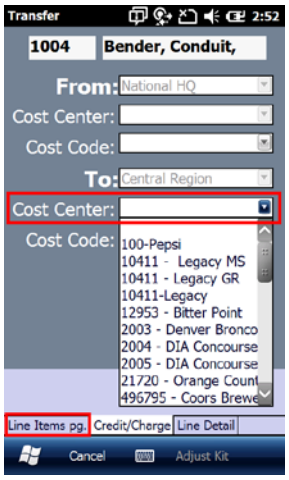
Adding or Editing a Cost Center and Cost Code for an Individual Item

You can add or edit the Cost Center and/or Cost Code for an individual item from a Transfer Ticket. If you do so, the remaining items will default to the Cost Center and Cost Code previously set for the entire transfer.

1. Create a transfer (follow **Steps #1–8** in Transferring Items)
2. While on the **Line Items pg.** tab, tap once on the line that contains the tool/material in order to highlight it.
3. Tap the **Credit/Charge** tab.



4. Change the **Cost Center** and/or **Cost Code** by tapping on the appropriate drop-down arrow.

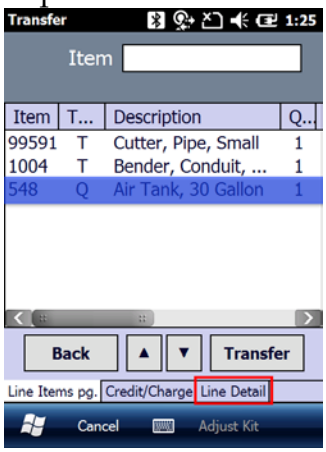


5. When done, tap the **Line Items pg.** tab to go back for more edits.
6. To change additional line items, repeat **Steps # 2–5**.

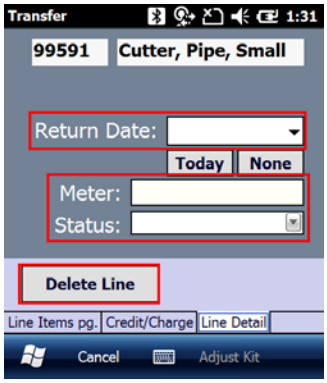
Editing Return Date, Meter and Status Information in a Transfer

You can add a **Return Date** for an item, add **Meter** information (miles, hours), change the **Status** of the tool or delete a line entirely from a transfer. This optional information is edited through the **Line Detail** tab.

1. Create a transfer (follow **Steps #1–8** in Transferring Items)
2. While on the **Line Items pg.** tab, tap once on the line that contains the tool/material in order to highlight it.
3. Tap the **Line Detail** tab.



4. Optional: Enter in the **Return Date** field a date by which the item in question returned is to be returned. **For just this item**, the date you enter will replace the Return Date entered for the entire Transfer Ticket.



5. Optional: Enter current Meter information on the tool (current mileage or hours used) in the **Meter** field. **Type only numbers - no units!**
6. Optional: Enter the current Status of the tool in the **Status** field. If your desired Status is not present, you can add/edit a Status on the desktop: Go to **Lists > Status Code.**
7. Optional: Tap the **Delete Line** button to delete the highlighted tool/material from the Transfer Ticket.

Express Check-In

Often times throughout the year, there will be cause to close a project and/or job site and a subsequent need to reclaim the inventory kept there….

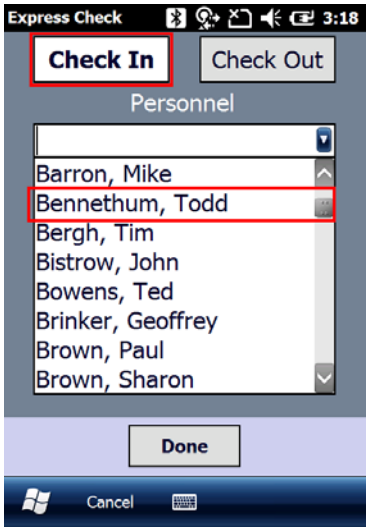
…or if someone departs the company with little notice, and a rather sizeable cache of tools is freed up, needing to be re-stocked….

Express Check-In allows for the gathering and return of a number of tools, from one employee or location, to a single Stock Location.

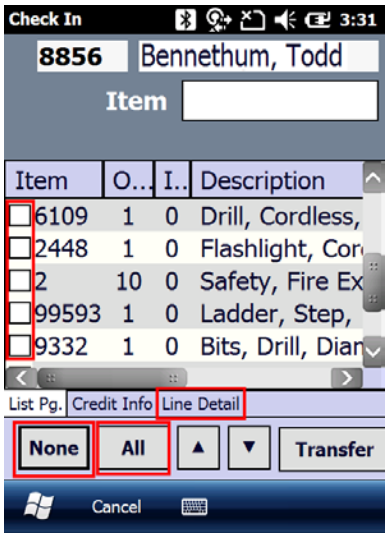
NOTE: Unlike the desktop, **only Employees** (and not Locations) can be selected using the Mobile and Express Check-In.

1. From the **Home** tab, tap on the **Express Check-In** button.

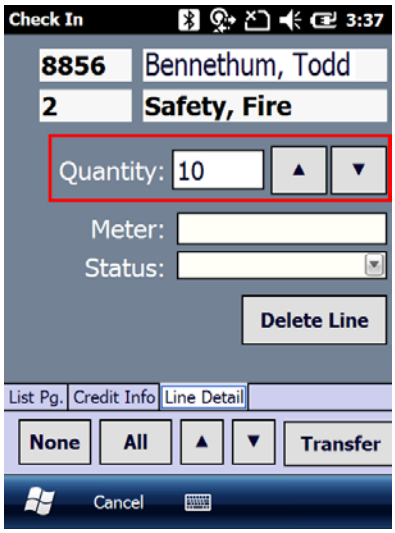
2. Be sure the **Check In** button is checked (it is the default).
3. Tap the **Personnel** drop-down menu and select the employee from whom you are receiving items.



4. Check-in the items either by:
   a. tapping the open box next to an individual item - this places a checkmark next to this one item
   b. or tapping the **All** button - this places a checkmark next to each of all outstanding items



5. Optional: Tapping the **None** button unchecks all checked items.
6. You can adjust manually the **In** and **Out** quantities of *quantity tools*.
   a. Tap the open checkbox next to the item
   b. Highlight the item
   c. Tap on the **Line Detail** tab



   d. In the **Quantity** field, tap on the up and down arrows to adjust for the number of items being checked-in.

7. When finished, tap the **Transfer** button. This is the same as the **Process Transfer** button on the desktop.

8. The **person submitting the transfer** signs inside of the white box. This optional signature will also show up on the Transfer Ticket when it synchronizes with the desktop application.
9. Tap **Done**. By doing so, you are officially executing the transfer. Otherwise, tap **Clear** to cancel.
10. A **Transfer Complete** message appears on the device. Tap **OK**.

Pick Tickets

Picking a Pick Ticket

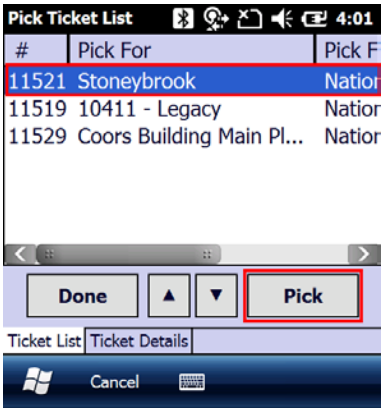
Pick Tickets create groups of tools and materials in a batch to be picked from the warehouse, almost like a shopping list. Once items are picked, they can then populate a Transfer Ticket.

To "pick" a Pick Ticket (i.e., select requested items from a warehouse, for example), you begin by viewing the list of items and Pick Tickets that are ready for picking. (Recall that the **Mobile cannot create a Pick Ticket** – It can only open ones already created on the desktop.)

> NOTE: In order for an employee to have access on the Mobile Scanner to a Pick Ticket being picked from *Stock Location X*, either (a) his Assigned Stock Location must match *Stock Location X* or (b) *Stock Location X* would need to be a location with this (i.e., the user's Assigned Stock Location) as its Parent Location.

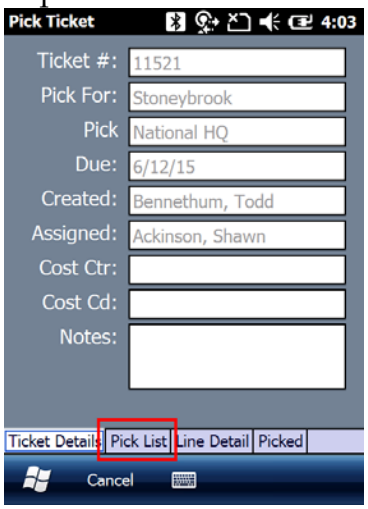
1. From the **Home** tab, tap on the **Pick Tickets** button.

2. Tap once on one of the listed Pick Tickets to select and pick it.

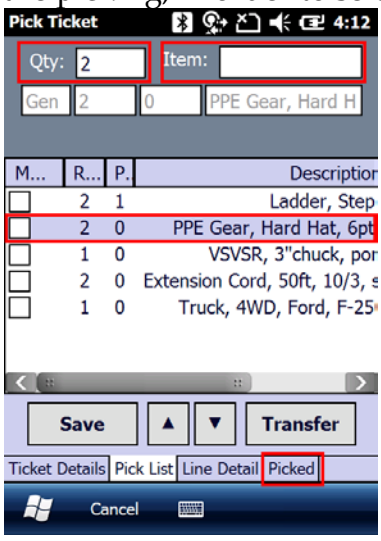


NOTE: Pick Tickets must be ready to pick (i.e., *In Progress* status) in order to be visible on the Mobile as you will want only access to those tickets ready to be processed.

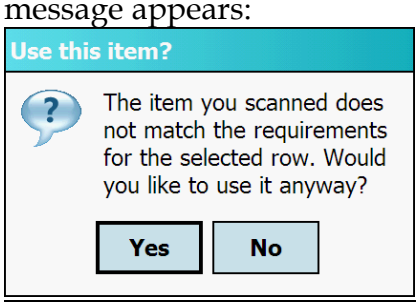
3. Tap the **Pick** button.
4. Tap the **Pick List** tab.



5. Tap once on the line of the item you are picking, in order to select it.



6. For this item you are picking either:
   a. scan the item's **Barcode** into the **Item** field or
   b. enter the Item No. (not Model) into the **Item** field
   c. adjust quantities in **Qty** box
   d. tap the **Enter** key on the Mobile
7. Repeat **Steps # 5–6** until you have finished picking all of the items for this Pick Ticket.
8. Items with a checkmark next to them have already been picked.
   a. View picked items on the **Picked** tab
9. It is possible to pick items not listed in the Pick Ticket.
   a. If an item is scanned that does not match the item listed on the Pick Ticket, the following message appears:


Use this item?
The item you scanned does not match the requirements for the selected row. Would you like to use it anyway?
Yes
No

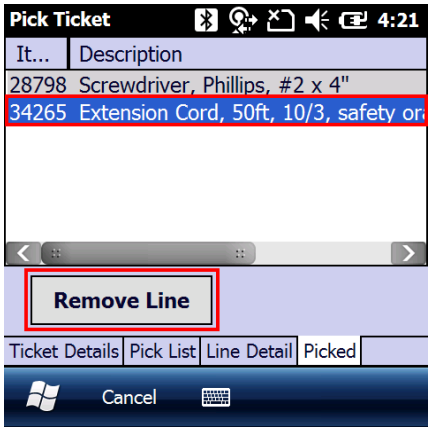
   b. Selecting **Yes** will add the item under the **Picked** tab with any other items picked. This is the list that will show up on the Transfer Ticket when you are ready to convert your Pick List to a Transfer.

Removing a Picked Item from a Pick Ticket

If you mistakenly pick an item on a Pick Ticket, you can easily remove the picked item. **You can only do this if the item has not been transferred yet.**

1. To get to this point, you will have already performed **Steps #1–7** in Picking a Pick Ticket.

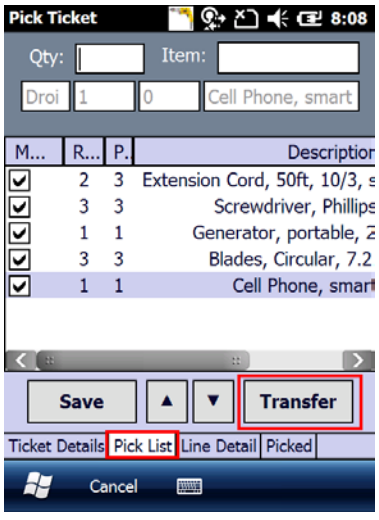
2. Tap the **Picked** tab on the Pick Ticket
3. Highlight the item you want to remove by tapping once on it.
4. Tap **Remove Line.** The item returns to the **Pick List** of the Pick Ticket.



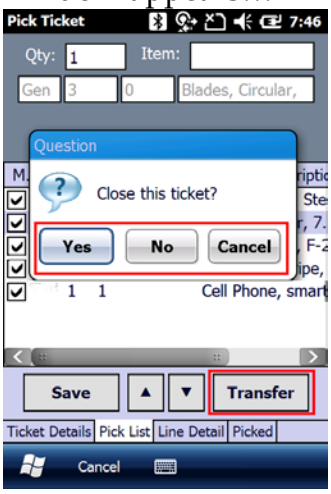
Transferring Picked Items

Once items are added to the **Picked** list on the Mobile, they can be transferred immediately.

1. Pick a Pick Ticket by performing **Steps #1–7** in Picking a Pick Ticket.
2. Tap the **Pick List** tab.
3. Tap the **Transfer** button.



4. When the "Close this ticket?" window appears…



a. Select **Yes** if you:

i. have already picked ALL of the items on the Pick Ticket **AND**
ii. are ready to transfer them

b. Select **No** if you:

i. have picked SOME of the items on the Pick Ticket **AND**

ii. want to transfer some or all of these selected items **AND**

iii. want to be able to get back into the Pick Ticket at a later date to continue picking any remaining items.

c. Select **Cancel** if you:

i. would like to go back a step and cancel the transfer of the items that are checked

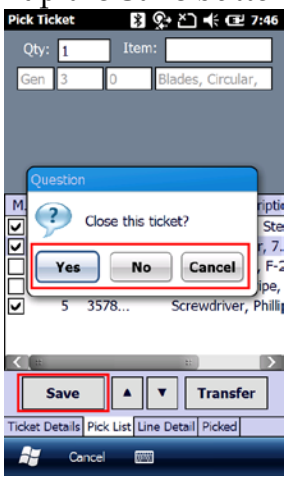
5a. If you selected **Yes** above, then move forward with your transfer. (See **Steps #10–13** in Transferring Items)

b. If you selected **No** above, go forward with the transfer of the selected items (see **Steps #10–13** in Transferring Items) and finish picking (and transferring) the remaining items at a later date.

Saving a Pick Ticket

You save a Pick Ticket when: (1) there are other items to be picked from it or (2) if the items on the ticket are not ready to be transferred yet.

1. Pick a Pick Ticket by performing **Steps #1–7** in Picking a Pick Ticket.
2. Tap the **Pick List** tab.
3. Tap the **Save** button.



4. When "Close this ticket?" appears, you will select either:

   a. **No**

   This will save the ticket as is, available to be further picked in its current Status at a later date.

   b. **Cancel**

   This will take you back to the previous screen with no changes saved.

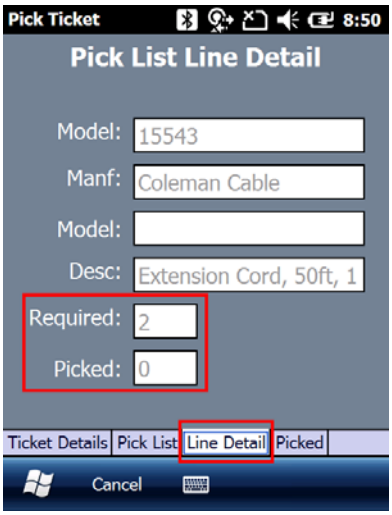
   c. **Yes**

   Selecting **Yes** on the Mobile will remove the Pick Ticket from your device without allowing for further picking or transferring of items. It will remain as a historical, **closed** ticket on the desktop, however.

Viewing Line Details

Line Details displays the Model information for an item as well as data regarding **Required** to pick and **Picked** items.

1. Pick a Pick Ticket by performing **Steps #1–4** in Picking a Pick Ticket.
2. Highlight the item of interest by tapping once on it.
3. Tap the **Line Detail** tab.
4. If more than one item is required to fulfill the Pick Ticket, the **Required** field will show the quantity to pick. As well, the number of items already **Picked** is shown.



Count Inventory

The **Count Inventory** feature allows you to establish an accurate inventory count of the tools and materials that you currently have assigned to a particular location or employee.

There are 2 different approaches you can take when counting a location's inventory using the Mobile:

- count from a previously created "Computer Checklist" OR
- count without a checklist

NOTE:
In order for you or others to use the Count Inventory feature, be sure to update the **Role Permissions** for users in the *Enterprise* desktop:

Administration module > **Configure User Roles** button > select **User Role** > assign **Permissions** to **Pick Tickets & Transfers** tab

a. Computer Checklist

Using the ToolWatch *Enterprise* desktop, you assemble a checklist of all items that "should" be in your location; this is called a **Count Ticket**. This Count Ticket is created and stored within *Enterprise*.

After syncing, the Count Ticket will appear on your Mobile. Then you will walk around the location and conduct your inventory, scanning (or adding manually) each and every item you encounter into the Mobile. If you come across an item that is not listed on the Count Ticket, you can add it as well.

b. No Checklist

You can walk around a location, using your Mobile and, without a Count Ticket, scan/add each item into a new empty Count Ticket you create on the device.

You can "see" only Count Tickets that are set up to inventory:

- the location from where the user was created (i.e., his Assigned Stock Location)
- any other locations whose **Parent Location** is the same as the location above

Conducting an Inventory Using a Count Ticket

Count Tickets are used to conduct a physical inventory of a particular location. The 3 basic steps involved in conducting any such inventory are:

1. open a Count Ticket
2. scan (or enter) in the item's **Barcode** or **Tool/Item Number**
3. key in the **correct quantity** of the item being counted

In looking at the first step, bear in mind that this Count Ticket can be either:

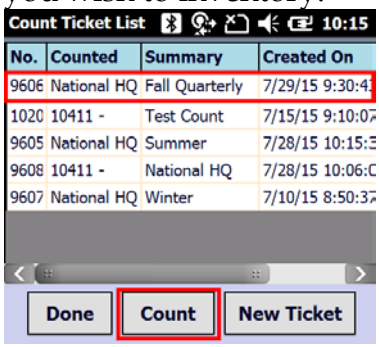
- a new, empty Count Ticket or
- an existing Count Ticket that already contains a list of tools and materials that "should" (i.e., is expected to) be present at the location

For all inventory examples, be sure your Assigned Stock Location is appropriate for the Count Ticket you are using.

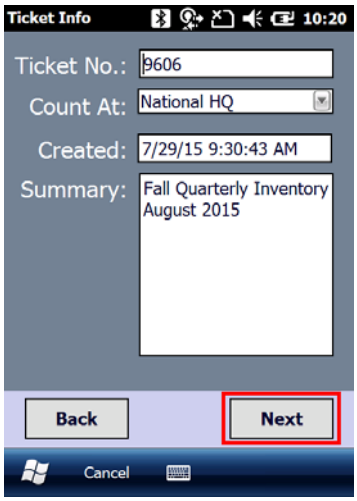
Using an Existing Count Ticket to Inventory a Location

In this example, we will cover using an existing Count Ticket to inventory a location.

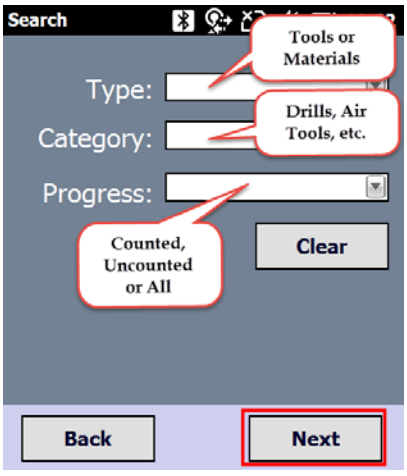
1. From the **Home** tab, tap the **Count Inventory** button.
2. From the **Count Ticket List**, tap to highlight the existing Count Ticket you wish to inventory.



3. Tap the **Count** button.
4. From the **Ticket Info** screen, verify the ticket's information, then tap the **Next** button.



5. Optional: Using the **Search** screen, you can limit which items will be visible on the Count Ticket. For example, if the Count Ticket contains drills, generators, and air tools, you can use the **Search** screen to show only the drills are to be counted



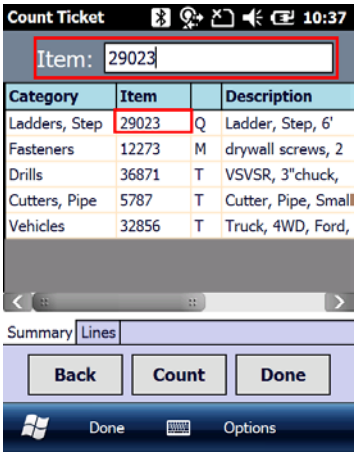
a. You can narrow your search by:
   - **Type** (tools or materials)
   - **Category** (user-defined)
   - **Progress** (counted items, uncounted items or both)

You may use none, one or multiple criteria to produce your desired search results.

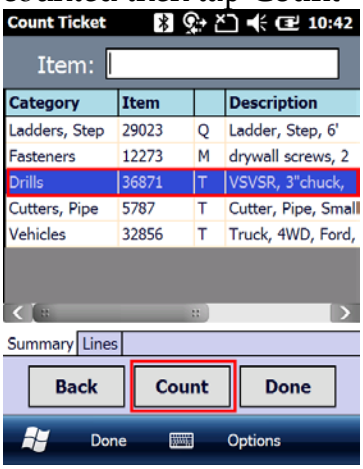
b. Tap the **Next** button

6. There are 2 ways you can count (inventory) a Unique Tool on a Count Ticket. From the **Summary** tab:

   a. Scan or enter the item into the **Item** field - If entering data into a field manually, click the **Enter** button on the scanner OR

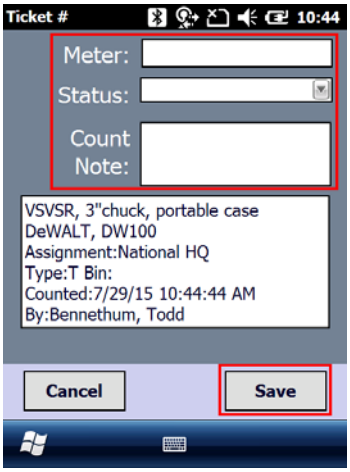

Count Ticket 10:37
Item: 29023
Category Item Description
Ladders, Step 29023 Q Ladder, Step, 6'
Fasteners 12273 M drywall screws, 2
Drills 36871 T VSVSR, 3"chuck,
Cutters, Pipe 5787 T Cutter, Pipe, Small
Vehicles 32856 T Truck, 4WD, Ford,
Summary Lines
Back Count Done
Done Options

   b. (Tap) highlight the item being counted then tap **Count**


Count Ticket 10:42
Item:
Category Item Description
Ladders, Step 29023 Q Ladder, Step, 6'
Fasteners 12273 M drywall screws, 2
Drills 36871 T VSVSR, 3"chuck,
Cutters, Pipe 5787 T Cutter, Pipe, Small
Vehicles 32856 T Truck, 4WD, Ford,
Summary Lines
Back Count Done
Done Options

      i. Additionally for this tool you can:

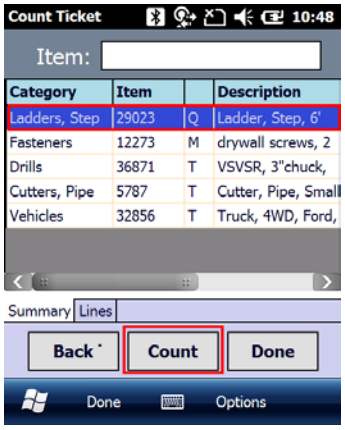
      - update the **Meter** value
      - update the **Status**
      - enter in a related **Count Note**



   c. Tap the **Save** button

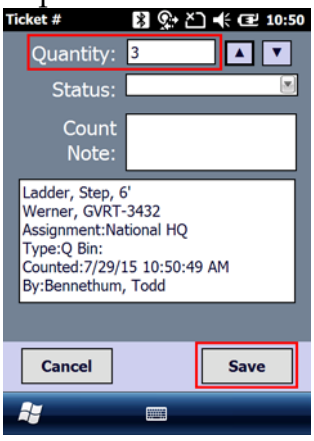
7. To inventory a Quantity Tool, from the **Summary** tab, highlight the item being counted, then tap on the **Count** button.

   a. Enter in the **Quantity** counted in your inventory


Count Ticket 10:48
Item:
Category Item Description
Ladders, Step 29023 Q Ladder, Step, 6'
Fasteners 12273 M drywall screws, 2
Drills 36871 T VSVSR, 3"chuck,
Cutters, Pipe 5787 T Cutter, Pipe, Small
Vehicles 32856 T Truck, 4WD, Ford,
Summary Lines
Back Count Done
Done Options

   b. Optional: Update the **Status** or enter in a **Count Note**

   c. Tap the **Save** button

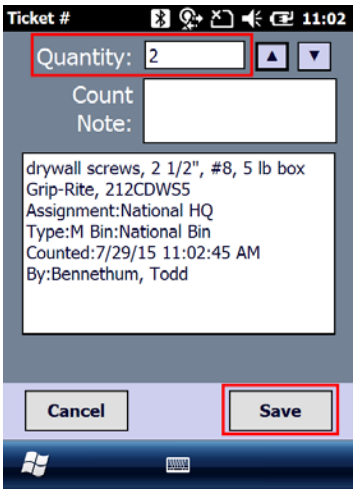


8. There are 2 ways you can count (inventory) a **Material** on the Count Ticket. From the **Summary** tab:

   a. Scan or enter the item into the **Item** field - If entering data into a field manually, click the **Enter** button on the scanner OR

   b. (Tap) highlight the item being counted then tap **Count**

   c. Regardless of the method used, be sure to enter in the **Quantity** being counted.



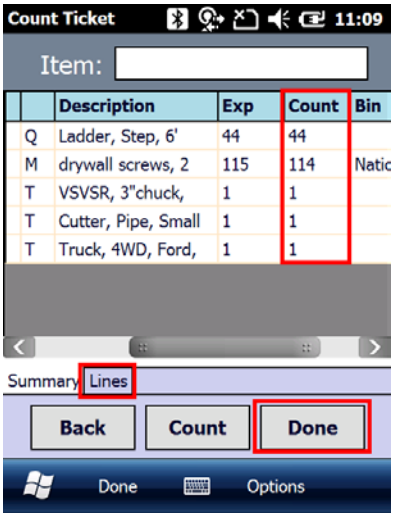
   d. Tap on the **Save** button

9. Repeat **Steps# 6–8** until you have completed of your inventory count.

10. The results of your inventory are immediately reflected in 2 locations within *Enterprise*:

    a. in the **Summary** tab, under the **Count** column

    b. in the **Lines** tab, where each line represents an item that has been counted



11. For any items that are not on your **Count Summary** tab but are physically at your location, repeat **Step #6a, #7** or **#8a.**

    This will inventory the additional items and add them under **Lines** tab.

NOTE:

If you are counting a large facility, multiple people can collaborate on the counting effort.

Each team member, individually, would open up the SAME Count Ticket and then execute **Steps#6 – 11.**

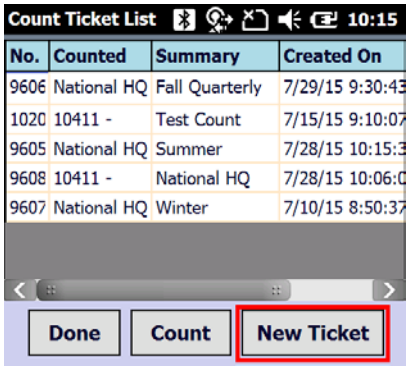
12. Tap the **Done** button

Using a New Count Ticket to Conduct an Inventory

In this example, we will cover using a new, empty Count Ticket to inventory a location.

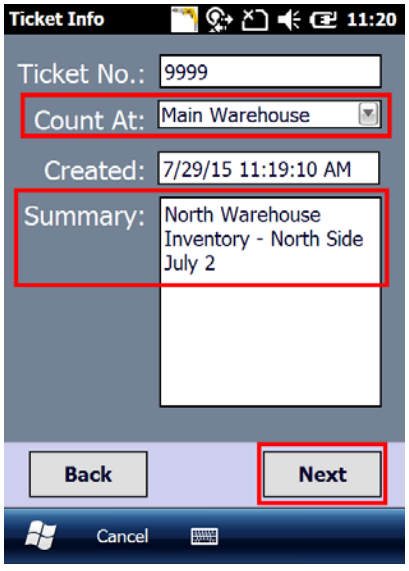
1. From the **Home** tab, tap the **Count Inventory** button.

2. From the **Count Ticket List**, tap the **New Ticket** button.



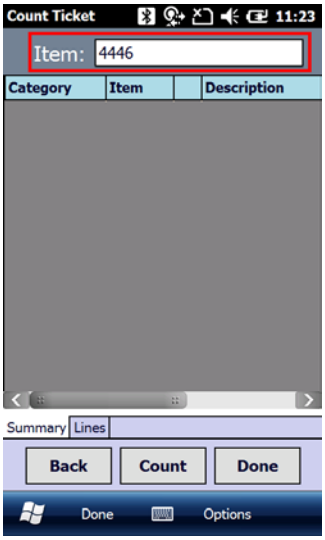
3. From the **Count At** drop-down menu, choose the location or employee to be inventoried.

4. In the **Summary** field, type in a short description for the purpose of this inventory count (e.g., *Annual Drill Inventory* or *July Project Count*).

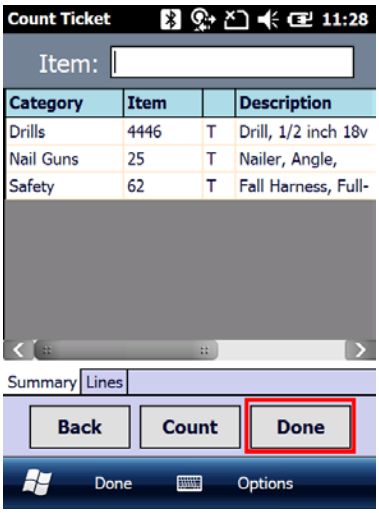


5. Tap the **Next** button

6. Scan or enter the item into the **Item** field - If entering data into a field manually, click the **Enter** button on the scanner.



7. Repeat **Step #6** until you have completed taking inventory of the location.



8. When completed, tap the **Done** button.

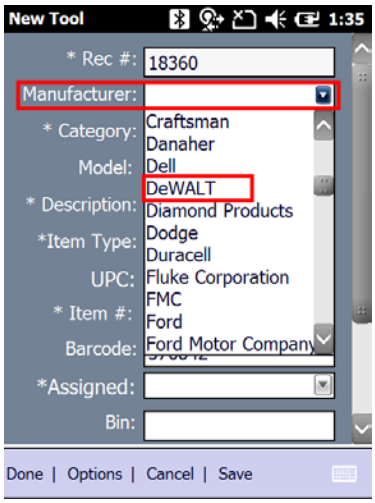
Mobile Admin Tab

Adding New Tool Records to an Existing Tool Model Record

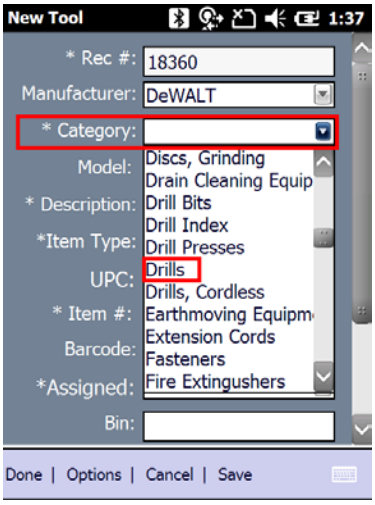
A user can create new Tool Records for existing Model Records on the Mobile Scanner.

1. From the **Admin** tab, tap on the **New Tool** button.

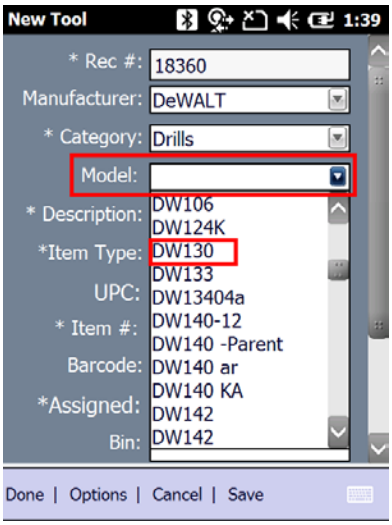
2. From the **Manufacturer** field, tap on the drop-down menu and select a **Manufacturer** (e.g., *DeWalt*).



3. From the **Category** field, tap on the drop-down menu and select a **Category** (e.g., *Drills*).

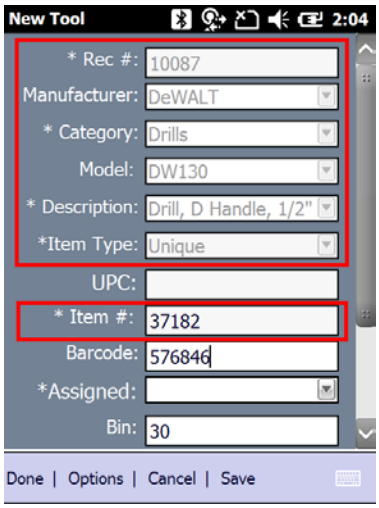


4. From the **Model** field, tap on the drop-down menu and select the **existing Model Record** to which you are adding a new Tool Record (e.g., *DW130*).

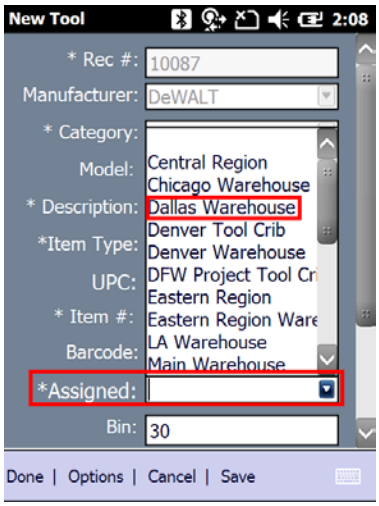


NOTE: If you do not choose from the drop-down list, and you enter a Model Record **different than one you have created already**, you will be creating a new Model Record and Tool Record rather than adding a new Tool Record to an existing Model Record.

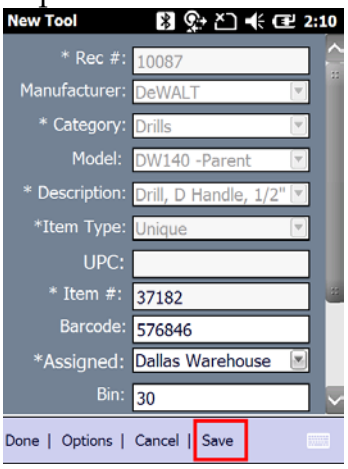
5. Once you've selected a Model, ToolWatch will recognize the existing Model Record.
   a. The top 6 fields will be populated with the appropriate information.
   b. Your cursor will move to the **Item #** field, offering you a number for the soon-to-be-created Tool Record.



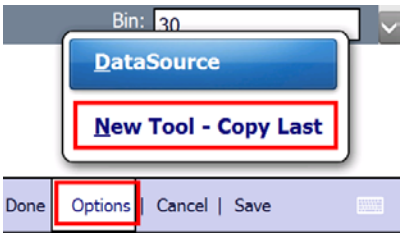
6. Select this new **Item #** or enter your own value; do the same for the **Barcode**, if applicable.
7. In the **Assigned** field, tap on the drop-down menu and select a Stock Location for the new tool's assignment.



8. Complete any remaining optional fields (fields with an * are required).
9. Tap the **Save** button.



10. If you wish to copy an existing Tool Record, it can be done only for the last new Tool Record that was created.
    a. Open the **New Tool** window
    b. Tap **Option** and select **New Tool-Copy Last**

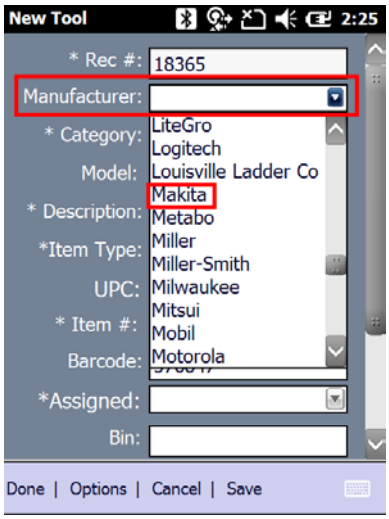


    c. *Enterprise* will create a copy of the LAST Tool Record that was created.
    d. Make any edits to this record
    e. Tap the **Save** button

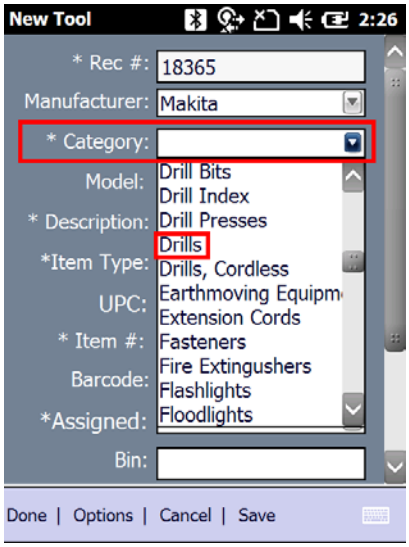
Creating a New Tool Model Record and Tool Record

A user can create a new Tool Record, and simultaneously a new Tool Model Record, on the Mobile.

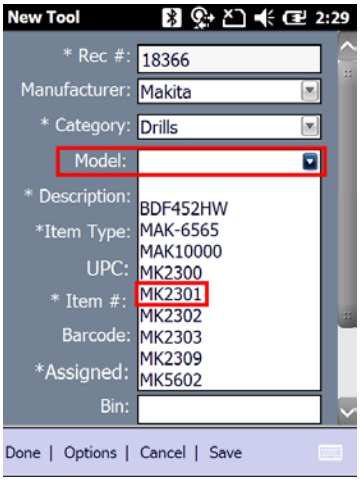
1. From the **Admin** tab, tap on the **New Tool** button.
2. In the **Manufacturer** field, enter (<NEW>) or select an existing Manufacturer (e.g., *Makita*).



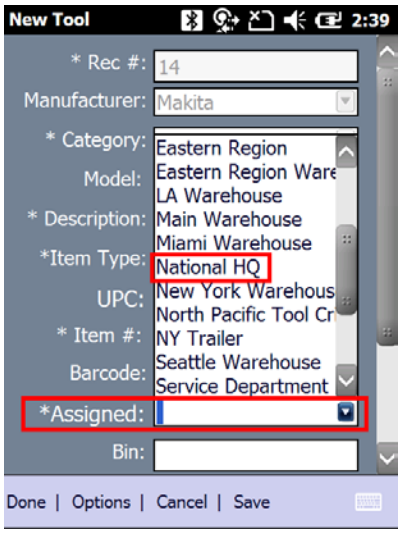
3. In the **Category** field, enter (<NEW>) or select an existing Category (e.g., *Drills*).



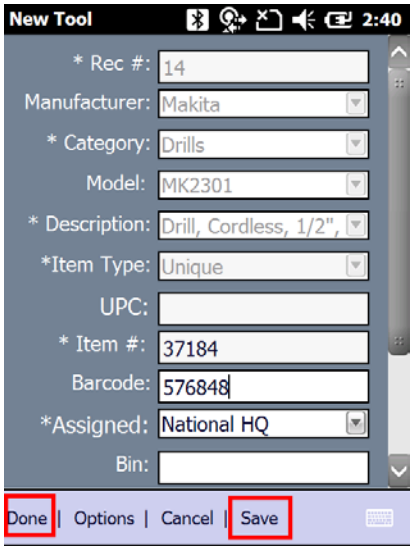
4. Tap cursor into the **Model** field
5. Enter in or select appropriate **Model** information (e.g., *MK2301*).



6. Tap your cursor into the **Description** field.
7. Enter an appropriate description either:
   a. from the drop-down menu (if available) or
   b. by typing in a description using the keyboard (e.g., *Drill, Cordless, 1/2", 18 Volt*).
8. In the **Item Type** field, select if this is a **Unique** tool or a **Quantity** tool.
9. In the **Item #** field, ToolWatch will offer you a number for your about-to-be-created Tool Record. Choose this or type in your own value.
10. Choose a **Barcode #**, if applicable
11. In the **Assigned** field, tap on the drop-down menu and select a Stock Location for assignment of the new tool (e.g., *National HQ*).



12. Complete any remaining optional fields (only fields with an * are required).
13. Tap the **Save** button. A **New Tool** record will open - If done creating records, tap **Done.**



Creating a New Material Model Record and Material Record

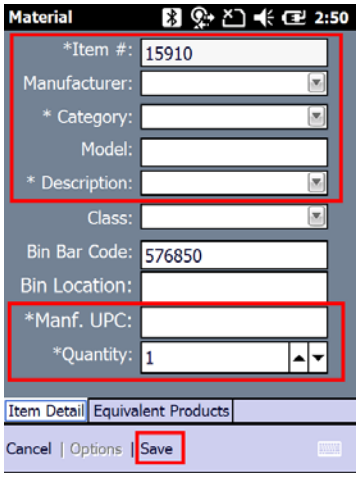
A user can create a new Material Record and, simultaneously a new Material Model Record, using the Mobile Scanner.

1. From the **Admin** tab, tap on the **New Material** button.

2. Enter the necessary information for the new Material.
   a. Fields with an * are required
   b. Fields recommended are illustrated here:

- **Item #** (assigned by ToolWatch)
- **Manufacturer**
- **Category**
- **Model**
- **Description**
- **Manuf. UPC** (Barcode)
- **Quantity**

3. Tap the **Save** button.



NOTE: Adding a new Material Record to an existing Material Model Record can only be done using the desktop version of Enterprise.

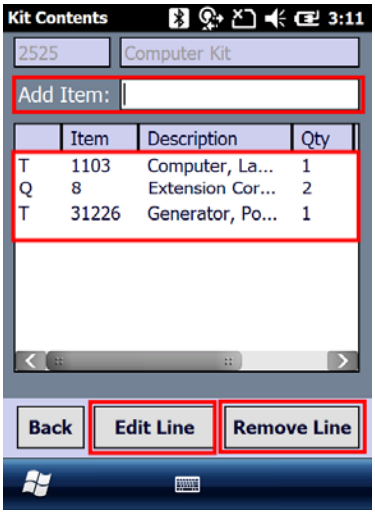
Adding Kits

A user can create a new **Kit** on the Mobile Scanner as well as edit existing ones.

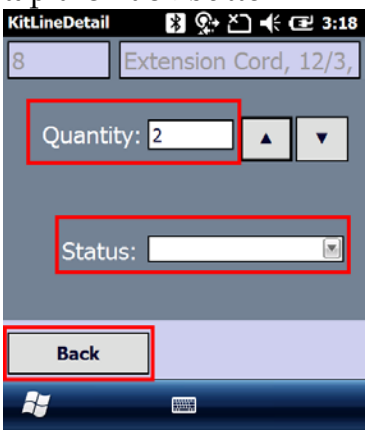
1. From the **Admin** tab, tap on the **New Kit** button.

2. Add the following information to the new Kit:
   a. **Kit #** (manually assign in Mobile)
   b. **Bar Code #** (can scan this in)
   c. **Category** (select from drop-down menu)
   d. **Description**
   e. **Assignment** (the default Stock Location will appear in this field)

3. Tap the **Kit Contents…** button.
4. In the **Add Item** field either:
   a. scan the **Barcode** of a tool or material
   b. enter manually the tool or material's **Item Number** and click **Enter** on the Mobile
   c. if you wish to remove an item, highlight and tap **Remove Line**



5. To edit the **Quantity** of a Quantity tool or Material item:
   a. highlight the item
   b. tap the **Edit Line** button
   c. in the **Quantity** field, adjust the quantity of the item
   d. adjust **Status** as appropriate
   e. tap the **Back** button



6. Repeat **Steps #4–5** until you have completed adding items to the kits.
7. Tap the **Back** button to return to **Kit Contents**
8. To save your work:
   a. tap the **Back** button again
   b. tap the **Done** button on **Kit Detail**
   c. When asked to save, tap **Yes**

   d. Clicking on **No** will remove the Kit and leave its contents unchanged
9. Once the device syncs, the new Kit will appear on the *Enterprise* desktop.

Appendix

Appendix 1: If You Need Assistance

For Technical Support in the United States and Canada

1. **Call Us:**

   In the U.S. and Canada, call ToolWatch Corporation Technical Support from Monday through Friday, 8:00 AM - 5:00 PM MST (Mountain Time) at 800-580-3114.

2. **Send Us an E-mail:**

   You can send an e-mail to: support@toolwatch.com

3. **Send Us a FAX:**

   You can send a FAX to: 303-799-0209 - Address it to Technical Support.

4. **Write Us at:**

   ToolWatch Corporation - Technical Support
   400 Inverness Parkway - Suite 450
   Englewood, CO 80112

5. **Visit our Web Site:**

   Look for answers to Frequently Asked Questions (FAQs), ToolWatch tips and techniques, product updates, feature articles and information about other ToolWatch products on our web page at http://www.toolwatch.com/

For Technical Support Outside of the United States and Canada

Outside the U.S. and Canada, contact your local Customer Support Representative for information regarding technical assistance.

Appendix 2: Getting Started with ToolWatch Enterprise

Minimum Hardware & Software Requirements

In order to run the ToolWatch Enterprise desktop client you must have a computer with access to the Internet that meets these minimum requirements:

- Intel® Pentium® Dual Core or equivalent processor
- Windows XP Professional, Windows 7 or Windows 8
- 4GB of RAM (8GB recommended)
- 10GB of available hard-disk space

ToolWatch Enterprise also requires the Microsoft .NET Framework Version 2.0 or later to be installed. This will be downloaded and installed automatically by the ToolWatch Smart Client installation (if not already present on the target workstation) or it may be downloaded free of charge from Microsoft's web site.

Installing the ToolWatch Smart Client

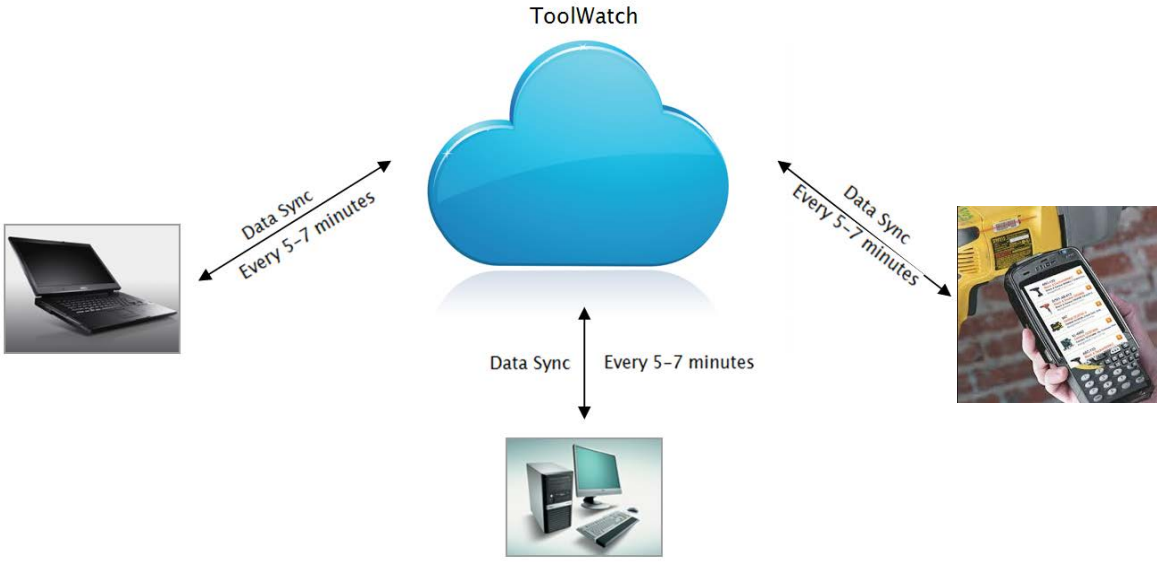
The ToolWatch Enterprise system uses Microsoft's Smart Client technology. We chose the Smart Client technology for ToolWatch Enterprise because it delivers four important benefits to you:

- It provides a richer user interface than a Web browser
- It delivers better performance than a Web browser
- It enables installation via download with easy updates
- Your data is automatically synchronized & stored over the internet to the ToolWatch Data Center

You can install the ToolWatch client software onto your workstation by simply downloading it from the ToolWatch web site (enterprise.toolwatch.com). This technology also automatically manages any updates to your software by notifying you and installing the updates when they become available.

Synchronization

In ToolWatch Enterprise, data entered from workstations will be shared across an organization with other workstations also connected to the ToolWatch Enterprise Server. Every 5-7 minutes, data from that workstation will **synchronize** (sync) with the main Enterprise Server, allowing all users to access and see the updated information. This also applies to any Administrative changes, such as adding new Lists items and Users. While this occurs automatically and regularly, you can manually synch your machine: **Help > Synchronization Monitor > Start Sync**



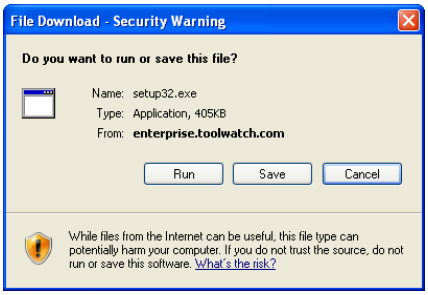
1. Open up your internet browser and go to the following web address:

   enterprise.toolwatch.com

2. **Install** the appropriate version, based on your computer:
   a. 32-bit version OR
   b. 64-bit version
   c. While you can located this information on a Windows machine via the Control Panel, consult your IT person if you are not sure which to choose.

3. Click **Run**

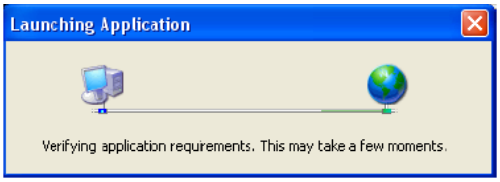
The Smart Client installation will determine if the necessary components are present on your workstation (Microsoft .NET Framework 2.0 or later) and will automatically download and install any missing or needed components.


File Download - Security Warning
Do you want to run or save this file?
Name: setup32.exe
Type: Application, 405KB
From: enterprise.toolwatch.com
Run
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?

Once the installer has confirmed that the required framework is in place, you will be prompted with a request to install the ToolWatch Smart Client.

4. Click **Install**

When the installation has completed, the Client will connect to the service to verify if there are any updates to install. You will then be presented with a login to the application, indicating that the Client has been successfully installed and you are ready to begin using ToolWatch Enterprise



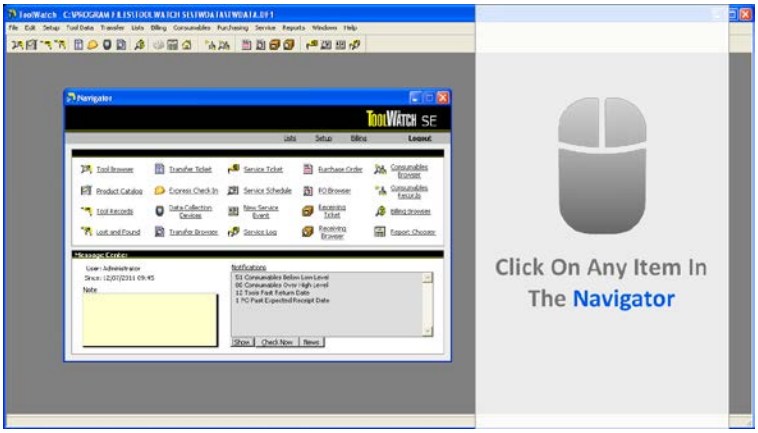
Appendix 3: Transitioning from ToolWatch SE

ToolWatch Enterprise takes the original **ToolWatch SE** functionality to entirely new levels. Its cloud-based platform gives you ever-greater flexibility and new capabilities. Enterprise enables authorized users from anywhere in the world to access real-time updates and information when they need it.

Here are just a few of the new features found in ToolWatch Enterprise:

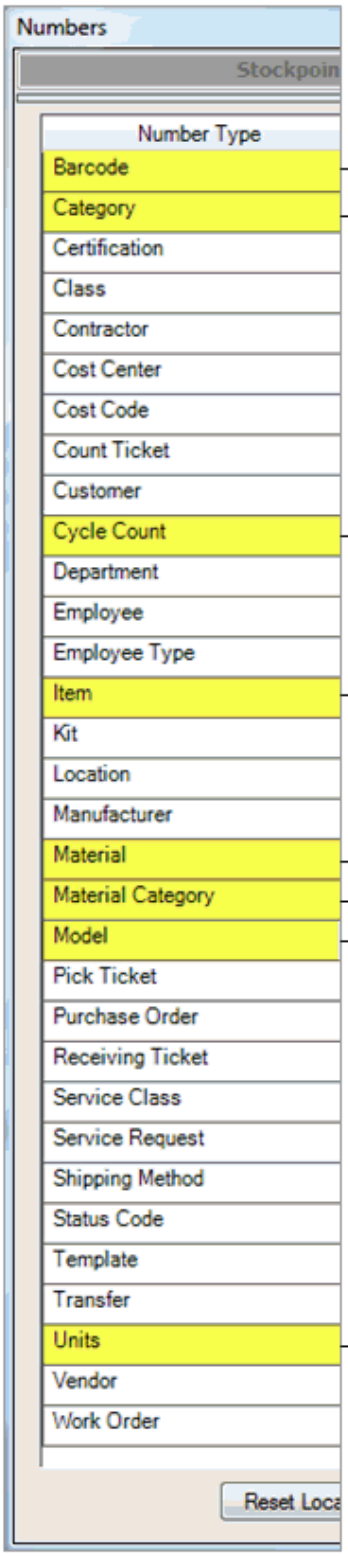
- Enterprise runs on our servers, allowing you to sign on from any internet-connected laptop or PC
- Access to all of ToolWatch modules
- Multiple Stock Locations and the Org Tree
- Upgraded Security rights and Permissions controls
- Reporting from the Tool Browser
- Create Attachments
- Number Blocks
- Kits & Templates
- Import Meter (update mileage in a spreadsheet format)
- Pick Tickets
- Improved Mobile capabilities
- Completely revamped, more robust Job Cost & Billing module
- Leasing and Renting tools and equipment

Additionally, we have created a tool to help you find where common features from ToolWatch SE can be found in Enterprise. This resource is a browser-based system that is available for transfer to your desktop.



This resource is available upon request: ToolWatch Training

Appendix 4: Number Type Explanations



→ Driven by the barcode labels that you purchase

→ Refers to **Tool Categories**, found in the *Lists*, under *Categories*

→ Place holder – not currently active

→ Item = **Tools & Equipment**; Viewed in the *Tool Browser*

→ Material = **Materials & Consumables**; Viewed in the *Material Browser*

→ Refers to **Material Categories**, found in the *Lists*, under *Categories*

→ Refers to the Record ID for both Tool and Material model records

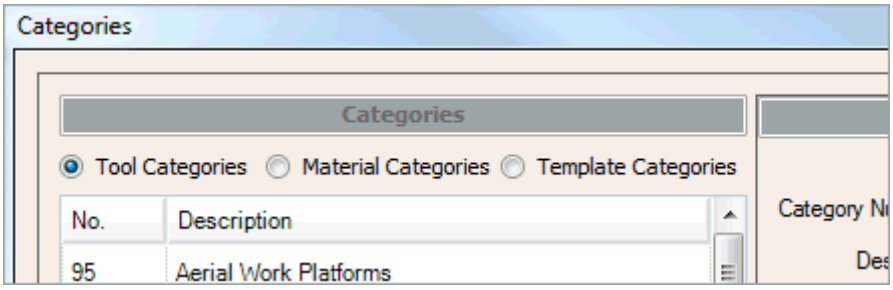
→ Refers to **Units of Measure**, found in the *Lists*, under *Units of Measure*

Appendix 5: Descriptions of the Lists Fields

Tools & Materials

Here are descriptions and examples of the **List** items found under Tools & Materials:

1. **Categories**
   - There are three types of Categories: (1) **Tool** Categories, (2) **Material** Categories and (3) **Template** Categories.
   - When creating a Category, click on the appropriate radio button (see image).



     a. Examples of **Tool Categories**: Drills, Air Compressors, Vehicles, Extension Cords, Pliers
     b. Examples of **Material Categories**: Oil, Paint, Drywall, Filters
     c. Examples of **Template Categories**: Cable Puller Setup, Cutting Torch Set

2. **Certifications**
   - This field is used for communicating if a person requires a Certification in order to operate the tool model in question (e.g., Forklift Operator Certification).

3. **Classes**
   - Broadly used to classify your tools and materials for reporting purposes. This enables you to filter out items by **Class** in the Tool Browser and in **Reports**.
   - Examples: Capital Tool, Expensed Tool, Rented Equipment

4. **Contractors**
   - Used in conjunction with **Employees** to identify if a particular employee in your **Lists** is a **Contractor** and with whom.
   - Once a Contractor has been created, he can be used here: **Lists > Employees… > Employee Info** tab.

5. **Customers**
   - Used in conjunction with Cost Centers to identify if a particular Customer is associated with a given Cost Center.
   - Once a Customer has been created, she can be used here: **Lists > Cost Centers..> General Info** tab.

6. **Departments**
   - Used to group your tools and equipment for reporting purposes. This enables you to filter out items by **Department** in the Tool Browser and in **Reports**.
   - You can also associate an Employee with a particular Department (e.g., Electrical, Construction).

7. **Employees**
   - By assigning a status of "Inactive" to an Employee list item, that individual no longer appears in any drop-down lists such as those for Transfers or Purchase Orders. As such, he cannot be selected to send or receive items. Additionally, the Employee can no longer log into ToolWatch until returned to "Active" status.
   - See Employees for a complete discussion on **Employees**.

8. **Employee Types**
   - Used for communication purposes; enables you to assign a type to an Employee for reporting purposes (e.g., Supervisor, Laborer).

9. **Locations**
   - See Locations & The Org Tree for a complete discussion on **Locations**.
   - Can set Decommission Reminder in Message Center to end selected projects, jobs or worksites by a specified date.

10. **Manufacturers**
    - Manufacturers from which your company owns or operates tools, equipment, materials & consumables (e.g., DeWALT, Caterpillar, Craftsman, Bosch).

11. **Number Blocks**
    - See Number Blocks for a complete discussion on the Number Blocks.

12. Shipping Methods

- List of methods by which you frequently ship items when purchased through the Purchase Order feature in the Purchasing & Receiving module (e.g., UPS Ground, FedEx 2-Day).

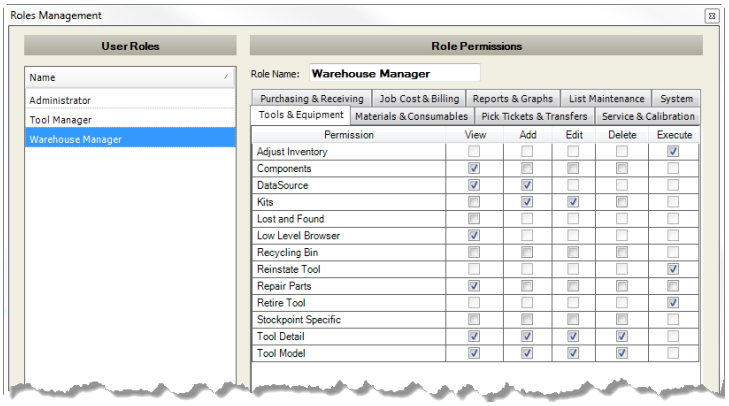
13. Status Codes

- See Status Codes for a complete discussion on Status Codes.

14. Units of Measure

- Used to communicate what unit (e.g., miles, dollars, each) a particular number is referencing.
- **Units of Measure** can be used in: unique tool records, Work Orders, Purchase Orders and Reports.

Appendix 6: Explanations of Each Role Permission



Here are explanations of the Permissions found in the **Roles Management** window

(**Administration** module > **Configure User Roles** button > **Roles Management** window).

Note: Permissions are laid out in a grid format. Due to the nature of this formatting, some fields that appear are not applicable. These are represented in ToolWatch Enterprise by a grayed-out checkbox.

Tools & Equipment

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Adjust Inventory	N/A	N/A	N/A	N/A	• Applies to quantity tools only • On the **Tool Record** tab or in the **Tool Browser** • Ability to adjust the quantity of tools present at a particular assignment
Components	• Ability to view the associated components on all of the tool model's tool records • This is used for documentation purposes only	• On the tool's model record • Ability to add associated tools you are tracking in ToolWatch with this model record • Used for documentation purposes only	• On the tool's model record • Ability to edit associated tools you are tracking in ToolWatch with this model record • Used for documentation purposes only	• On the tool's model record • Ability to delete components from a tool's model record • Does not delete any tool model records	N/A

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
DataSource	• Button on the **Tool Model Record** tab • Ability to see the tool models that are stored in the Online DataSource	• Button on the **Tool Model Record** tab • Ability to import tool models from the Online DataSource into your company's ToolWatch Enterprise	N/A	N/A	N/A
Kits	Ability to view the contents of a kit from either the **Kit Browser** or the **Tool Browser**	Ability to create new kits from the **Kit Browser**	Ability to change the contents of a kit from either the **Kit Browser** or the **Tool Browser**	Ability to delete a kit from the **Kit Browser**	N/A
Lost and Found ***(Refers to Manage Retired Tools)***	Ability to browse, search, and view retired tools in **Manage Retired Tools**	N/A	N/A	N/A	N/A
Low Level Browser	Ability to view tools and materials found in the **Low Level Browser**	N/A	N/A	N/A	N/A
Recycling Bin	Ability to view the contents in the **Recycle Bin** tab	Ability to delete tools from the **Manage Retired Tool** area and send them to the **Recycle Bin**	Ability to **View Detail** of an item in the **Recycle Bin** tab	Placeholder	N/A
Reinstate Tool	N/A	N/A	N/A	N/A	• Ability to reinstate a tool from the **Retired Tools** tab back into the **Tool Browser** • Ability to Reinstate a tool from the **Recycle Bin**??

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Repair Parts	• On the Tool's **Model Record** and the **Tool Record** • Ability to view the repair parts that have been associated with this Model Record	• On the Tool's **Model Record** • Ability to add and associate any of your materials & consumables as repair parts for this particular Model Record	• On the Tool's **Model Record** • Ability to edit the required quantity of the repair parts that are associated with this particular Model Record	• On the Tool's **Model Record** • Ability to remove any materials & consumables from the **Repair Parts** tab in a particular Model Record	• Same as **ADD** • Redundant privilege
Retire Tool	N/A	N/A	N/A	N/A	• From the **Tool Browser** or the **Tool Record** • Ability to retire a tool, and thereby remove it from the tool browser, and send it to the Retired Tools tab
Stockpoint Specific	Placeholder	Placeholder	Placeholder	Placeholder	N/A
Tool Detail	Ability to open up any **Tool Records**	• From the **Tool Model Records** tab • Ability to create new Tool records • Ability to add **Inventory Records**	• On a **Tool Record** tab or from the **Tool Browser** • Ability to edit fields in an item's **Tool Record**	• Ability to delete a **Tool Record** • From the **Tool Browser** or from the **Tool Record** itself	N/A
Tool Model	Ability to open up any **Tool Model Records**	• From the **Tool Model Records** tab or the **Tool Browser** • Ability to create new **Tool Model Records**	• On a **Tool Model Record** tab or from the **Tool Model Records** tab • Ability to edit fields in a **Tool Model Record**	• On the **Tool Model Records** tab • Ability to delete a **Tool Model Record**	N/A

Materials & Consumables

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Material Detail	Ability to open up any **Material Records**	• From the **Material Model Records** tab • Ability to create new **Material Records** • Ability to add **Inventory Records**	• On a **Material Record** tab or from the **Material Browser** • Ability to edit fields in an item's **Material Record**	• From the **Material Browser** • Ability to remove an **Inventory Record**	N/A
Material Model	Ability to open up any **Material Model Records**	• From the **Material Model Records** tab or the **Material Browser** • Ability to create new **Material Model Records**	Ability to edit fields in a **Material Model Record**	• On the **Material Model Records** tab • Ability to delete a **Material Model Record**	N/A

Pick Tickets & Transfers

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Count Inventory	• From the **Count Ticket Browser** tab • Can browse or search for open or closed **Count Tickets** • Ability to view the **Inventory Adjustments Browser** tab	• From the **Count Ticket Browser, Tool Browser**, or **Material Browser** • Ability to create new **Count Tickets**	• From the **Count Ticket Browser** tab • Ability to open and edit existing **Count Tickets** • Ability to edit an existing count from the **Inventory Adjustments Browser**	• From the **Count Ticket Browser** tab • Ability to delete an existing **Count Ticket**	• Ability to count items in a **Count Ticket** • Ability to **Post Adjustments** in the **Inventory Adjustments Browser**

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Pick Ticket	• From the **Pick Ticket Browser** tab • Ability to view open or closed **Pick Tickets**	• From the **Pick Ticket Browser** tab, **Tool Browser**, or **Material Browser** • Can create new **Pick Tickets**	Ability to open and edit existing **Pick Tickets** in the **Draft** status	• From the **Pick Ticket Browser** tab • Ability to delete an open **Pick Ticket**	• Ability to pick a **Pick Ticket** • Ability to transfer picked items from a **Pick Ticket** • Ability to close a **Pick Ticket**
Transfers	• From the **Transfer Browser** tab • Ability to search for and view closed **Transfer Tickets**	N/A	N/A	• From the **Transfer Browser** tab • Ability to delete closed **Transfer Tickets** • This does not impact the transfer that occurred, meaning its new assignment or its billing stream	• Ability to create a transfer ticket from the **Tool Browser, Material Browser,** or **Transfer Browser** • Or when transferring items when a picking a pick ticket • Ability to use the **Process Transfer** button in an open Transfer Ticket

Service & Calibration

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Service Browsers	• Ability to view the **Service Request Browser** and • Ability to view the **Work Orders Browser**	N/A	N/A	N/A	N/A

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Service Event	• From the **Tool Model Record** or the **Tool Record** • Ability to view existing **Service Events**	• From the **Tool Model Record** or the **Tool Record** • Ability to create new **Service Events**	• From the **Tool Model Record** or the **Tool Record** • Ability to edit existing **Service Events**	• From the **Tool Model Record** or the **Tool Record** • Ability to delete existing **Service Events**	• From the **Tool Model Record** or the **Tool Record** • Ability to save a new **Service Events** • Ability to **Add Event From Model**
Service Log (*Refers To Service Requests*)	• From the **Service Request Browser** tab • Ability to view open or closed **Service Requests**	• From the **Service Request Browser** tab or the **Tool Browser** • Ability to create new **Service Requests**	Ability to open and edit existing **Service Requests** in the **Pending** status	Ability to delete an open **Service Request** from the **Service Request Browser** tab	Ability to convert a **Service Request** into **Work Order**
Service Schedule	• From the **Service Schedule** tab • Ability to view Open or Scheduled events	Placeholder – not currently used	Placeholder – not currently used	Placeholder – not currently used	Placeholder – not currently used
Service Ticket (*Refers To Work Orders*)	• From the **Work Orders Browser** • Ability to view open or closed **Work Orders**	• From the **Work Orders Browser** tab, or **Tool Browser** • Ability to create new **Work Orders**	Ability to open and edit an existing **Work Order** that is in the **Open** state	Placeholder	• Ability to save a **Work order** • Ability to close a **work order**

Purchasing & Receiving

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
PO Browser	• From the **Purchase Order Browser** tab • Ability to view open or closed **Purchase Orders**	• From the **Purchase Order Browser** tab • Ability to create new **Purchase Orders**	• From the **Purchase Order Browser** tab • Ability to open and edit existing **Purchase Orders** in the **Draft** status	• From the **Purchase Order Browser** tab • Ability to delete open or closed **Purchase Orders**	Ability to use the **Receive Purchase Order** button
PO Ticket	Placeholder – not currently used	• From the **Tool Browser**, **Material Browser,** or **Low Level Browser** • Ability to create new **Purchase Orders**	Ability to edit existing **Purchase Orders** in the **Draft** status	Placeholder – not currently used	Ability to save a **Purchase Order**
Pricing Plans	Placeholder – for future use	Placeholder – for future use	Placeholder – for future use	Placeholder – for future use	N/A
Product Vendors	Placeholder – not currently used	Placeholder – not currently used	Placeholder – not currently used	Placeholder – not currently used	Placeholder – not currently used
Receiving Browser	• From the **Receiving Browser** tab • Ability to view closed **Receiving Tickets**	Placeholder – not currently used	Placeholder – not currently used	Placeholder – not currently used	Placeholder – not currently used
Receiving Ticket	• Ability to see an open or closed Receiving Ticket • Ability to open the Purchase Order, associated with this Receiving Ticket, from this Receiving Ticket	• From the **Purchase Order Browser** tab, • Ability to **Receive Against A Purchase Order**, thereby adding/creating a new Receiving Ticket	Ability to edit an open **Receiving Ticket**	Placeholder – not currently used	• Ability to receive items into your inventory • Ability to use the New Tool Wizard

Job Cost & Billing

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Billing Browser	Ability to open and see the **Billing Browser** tab	N/A	N/A	N/A	N/A
Calculate Job Cost & Billing	N/A	N/A	N/A	N/A	• In the **Calculate** window, from the **Billing Browser** • Ability to use the **Calculate** button to calculate un-posted charges
Calendar - Company	Ability to open and see the **Company Calendar**	N/A	Ability to edit the **Company Calendar**	N/A	N/A
Calendar – Cost Center	• Inside of a **Cost Center** • Ability to open and see the **Project Calendar**	N/A	• Inside of a **Cost Center** • Ability to edit the **Project Calendar**	N/A	N/A
Export Job Cost & Billing	N/A	N/A	N/A	N/A	Ability to use the **Export Data** button in the Job Cost & Billing module
Hourly Usage Log ***(Refers to the Equipment Usage Log)***	Ability to open and see the **Equipment Usage Log**	Ability to add tools & equipment to the **Equipment Usage Log**	Ability to edit lines in the **Equipment Usage Log**	Ability to delete tools & equipment from the **Equipment Usage Log**	N/A

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Misc Charge/Credit	• In the **Billing Browser** tab • Ability to see existing un-posted miscellaneous charges or credits	• In the **Billing Browser** tab • Ability to create new un-posted miscellaneous charges or credits	• In the **Billing Browser** tab • Ability to edit existing un-posted miscellaneous charges or credits	• In the **Billing Browser** tab • Ability to delete existing un-posted miscellaneous charges or credits	N/A
Post Job Cost & Billing	N/A	N/A	N/A	N/A	• In the **Billing Browser** tab • Ability to **Post** existing un-posted charges
Rate Sheets	• In the **Rate Sheet Browser** tab • Ability to see existing Materials & Consumables and Tools & Equipment rate sheets	• In the **Rate Sheet Browser** tab • Ability to create new Materials & Consumables and Tools & Equipment rate sheets	• In the **Rate Sheet Browser** tab • Ability to edit existing Materials & Consumables and Tools & Equipment rate sheets	• In the **Rate Sheet Browser** tab • Ability to delete existing Materials & Consumables and Tools & Equipment rate sheets	N/A

Reports & Graphs

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Assignment Reports ***(Refers to Transfer Reports)***	• From the **Reporting** tab • Ability to run, print, PDF, and/or export data for the selected report	N/A	N/A	N/A	N/A
Bar Code Labels	• From the **Reporting** tab • Ability to run, print, PDF, and/or export data for the selected report	N/A	N/A	N/A	N/A

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Billing Reports	• From the **Reporting** tab • Ability to run, PDF, and print the selected report	N/A	N/A	N/A	N/A
Consumable Reports	• From the **Reporting** tab • Ability to run, print, PDF, and/or export data for the selected report	N/A	N/A	N/A	N/A
Custom Reports	Placeholder – reserved for future use	N/A	N/A	N/A	N/A
Graph Reports	Placeholder – reserved for future use	N/A	N/A	N/A	N/A
List Reports	• From the **Reporting** tab • Ability to run, print, PDF, and/or export data for the selected report	N/A	N/A	N/A	N/A
Purchasing Reports	• From the **Reporting** tab • Ability to run, print, PDF, and/or export data for the selected report	N/A	N/A	N/A	N/A
Service Reports	• From the **Reporting** tab • Ability to run, print, PDF, and/or export data for the selected report	N/A	N/A	N/A	N/A
Tool Reports	• From the **Reporting** tab and from the **Tool Browser** • Ability to run, print, PDF, and/or export data for the selected report	N/A	N/A	N/A	N/A

List Maintenance

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Categories	• From the **Lists** panel • Ability to see existing tool, material, or template categories	• From the **Lists** panel • Ability to create new tool, material, or template categories	• From the **Lists** panel • Ability to edit existing tool, material, or template categories	• From the **Lists** panel • Ability to delete existing tool, material, or template categories	N/A
Certifications	• From the **Lists** panel • Ability to see existing certifications	• From the **Lists** panel • Ability to create new certifications	• From the **Lists** panel • Ability to edit existing certifications	• From the **Lists** panel • Ability to delete existing certifications	N/A
Classes	• From the **Lists** panel • Ability to see existing classes	• From the **Lists** panel • Ability to create new classes	• From the **Lists** panel • Ability to edit existing classes	• From the **Lists** panel • Ability to delete existing classes	N/A
Contractors	• From the **Lists** panel • Ability to see existing contractors	• From the **Lists** panel • Ability to create new contractors	• From the **Lists** panel • Ability to edit existing contractors	• From the **Lists** panel • Ability to delete existing contractors	N/A
Cost Centers	• From the **Lists** panel • Ability to see existing cost centers	• From the **Lists** panel • Ability to create new cost centers	• From the **Lists** panel • Ability to edit existing cost centers	• From the **Lists** panel • Ability to delete existing cost centers	N/A
Cost Codes	• From the **Lists** panel • Ability to see existing cost codes	• From the **Lists** panel • Ability to create new cost codes	• From the **Lists** panel • Ability to edit existing cost codes	• From the **Lists** panel • Ability to delete existing cost codes	N/A
Customers	• From the **Lists** panel • Ability to see existing customers	• From the **Lists** panel • Ability to create new customers	• From the **Lists** panel • Ability to edit existing customers	• From the **Lists** panel • Ability to delete existing customers	N/A

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Cycle Count	Placeholder – reserved for future use	Placeholder – reserved for future use	Placeholder – reserved for future use	Placeholder – reserved for future use	N/A
Data Merge Utility	N/A	N/A	N/A	N/A	Ability to merge data that is available in the **Data Merger** window
Departments	• From the **Lists** panel • Ability to see existing departments	• From the **Lists** panel • Ability to create new departments	• From the **Lists** panel • Ability to edit existing departments	• From the **Lists** panel • Ability to delete existing departments	N/A
Descriptions	Placeholder – reserved for future use	Placeholder – reserved for future use	Placeholder – reserved for future use	Placeholder – reserved for future use	N/A
Employee Types	• From the **Lists** panel • Ability to see existing employee types	• From the **Lists** panel • Ability to create new employee types	• From the **Lists** panel • Ability to edit existing employee types	• From the **Lists** panel • Ability to delete existing employee types	N/A
Employees	• From the **Lists** panel • Ability to see existing employees	• From the **Lists** panel • Ability to create new regular, non-user employees	• From the **Lists** panel • Ability to edit existing employees	• From the **Lists** panel • Ability to delete existing employees	N/A
Locations	• From the **Lists** panel • Ability to see existing locations	• From the **Lists** panel • Ability to create new locations	• From the **Lists** panel • Ability to edit existing locations	• From the **Lists** panel • Ability to delete existing locations	N/A
Manufacturers	• From the **Lists** panel • Ability to see existing manufacturers	• From the **Lists** panel • Ability to create new manufacturers	• From the **Lists** panel • Ability to edit existing manufacturers	• From the **Lists** panel • Ability to delete existing manufacturers	N/A

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Number Blocks	• From the **Lists** panel • Ability to open and see the **Numbers** window	N/A	• From the **Lists** panel • Ability to add and edit data in the **Numbers** window	N/A	N/A
Shipping Methods	• From the **Lists** panel • Ability to see existing shipping methods	• From the **Lists** panel • Ability to create new shipping methods	• From the **Lists** panel • Ability to edit existing shipping methods	• From the **Lists** panel • Ability to delete existing shipping methods	N/A
Status Codes	• From the **Lists** panel • Ability to see existing status codes	• From the **Lists** panel • Ability to create new status codes	• From the **Lists** panel • Ability to edit existing status codes	• From the **Lists** panel • Ability to delete existing status codes	N/A
Units of Measure	• From the **Lists** panel • Ability to see existing units of measure	• From the **Lists** panel • Ability to create new units of measure	• From the **Lists** panel • Ability to edit existing units of measure	• From the **Lists** panel • Ability to delete existing units of measure	N/A
Vendors	• From the **Lists** panel • Ability to see vendors	• From the **Lists** panel • Ability to create new vendors	• From the **Lists** panel • Ability to edit existing vendors	• From the **Lists** panel • Ability to delete existing vendors	N/A

System

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Change Q&A	N/A	N/A	N/A	N/A	Provides user with ability to change identifying question
Company Defaults	Placeholder – reserved for future use	Placeholder – reserved for future use	Placeholder – reserved for future use	Placeholder – reserved for future use	N/A
Manage ToolWatch Users	• From the **Lists** panel • Ability to see the content in the **ToolWatch User Account Administration** window	• From the **Lists** panel • Ability to create new users of ToolWatch using the **ToolWatch User Account Administration** window • Ability to **pin** employees to different stock locations in the **Org Tree**	• From the **Lists** panel • Ability to edit existing users of ToolWatch using the **ToolWatch User Account Administration** window • Ability to edit where an employee is **pinned** in the **Org Tree**	• From the **Lists** panel • Ability to **Deactivate an existing User Account** from the **ToolWatch User Account Administration** window	N/A
Mobile Devices ***(Refers to Mobile Scanner)***	Ability to login and view information in **Mobile Scanner**	• In Mobile Scanner • Ability to add in new information, in accordance with the permissions you have been granted elsewhere	• In Mobile Scanner • Ability to edit existing information, in accordance with the permissions you have been granted elsewhere	• In Mobile Scanner • Ability to delete existing information, in accordance with the permissions you have been granted elsewhere	N/A

PERMISSION	VIEW	ADD	EDIT	DELETE	EXECUTE
Reset Password	N/A	N/A	N/A	N/A	• From the **Lists** panel • Ability to Change Account Password for existing users of ToolWatch using the **ToolWatch User Account Administration** window • Ability to **Change Your Own Password** from the Administration module
Roles ***(Refers to Configure User Roles)***	Ability to open and see the **Roles Management** window	Ability to create new roles in the **Roles Management** window	Ability to edit existing roles in the **Roles Management** window	Ability to delete existing roles in the **Roles Management** window	N/A
Stockpoint Default ***(Refers to Stock Locations & The Org Tree)***	• Refers to the **Org Tree** • Ability to see the content in the **Org Tree**	• Refers to the **Org Tree** • Ability to create new stock locations for the **Org Tree**	• Refers to the **Org Tree** • Ability to edit existing stock locations for the **Org Tree**	• Refers to the **Org Tree** • Ability to delete existing stock locations for the **Org Tree**	N/A

Appendix 7: Fundamentals of Reports

ToolWatch Enterprise contains over 100 prepared, archived reports from which you may choose. Most of these reports are customizable, allowing you to be as general or as granular in your reporting as you need to be. This enables you to report on anything from a particular tool's activity to a billing breakdown at a job site.

While there are many places in ToolWatch Enterprise that you can access reports, the following three (3) locations are the best places to begin:

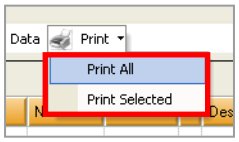
- through the Tool and/or Material Browsers
- at the bottom of each module and
- in the Reports & Graphs module

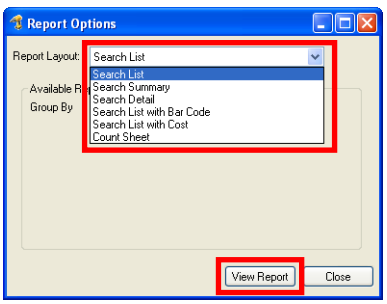
Reporting From the Tool Browser

When you are viewing a list of items in either of the Browsers, you can print certain reports based on the list of items you are viewing (e.g., **Consumable Browser Report**). As an added feature, you may choose to export the list you are viewing directly into a ".csv" file, a format common to commercial spreadsheets applications, such as Microsoft Excel and Timberline.

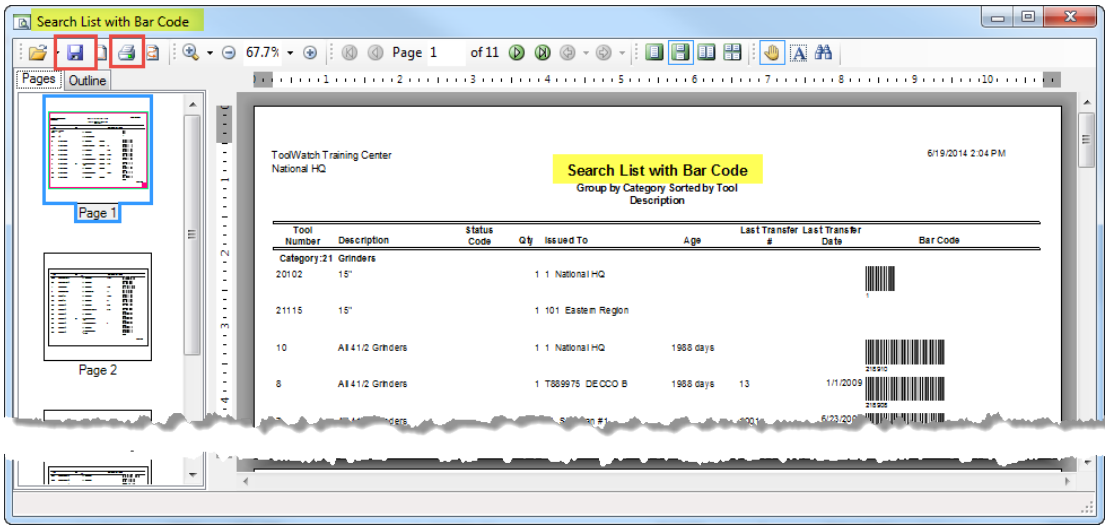
Let us begin by reviewing the steps to print a report from the **Tool Browser**.

1. In the **Navigator** panel, select the **Tools & Equipment** module.
2. Click the **Tools** button to open the **Tool Browser** window.
3. Use the **Explorer** tree to view the tool(s) of interest in the Search results.
   a. Highlight the individual tool line item if interested in only that record.
4. Click the **Print** button (see image).
5. Choose the **Print All** option.
   a. Choose the **Print Selected** option if only one tool is involved.
6. The **Report Options** window appears (see image). This window enables you to choose between various reports formats.





7. Choose the desired **Report Layout**.
8. Choose any additional report options that appear depending on the report selected.
9. Click the **View Report** button.
10. A window opens with a Title the same as the report selected (see image).

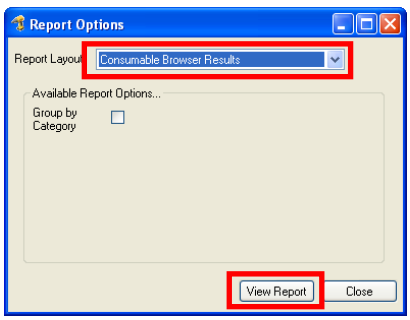


a. Click the **Print** icon if you with a printed copy of the report.

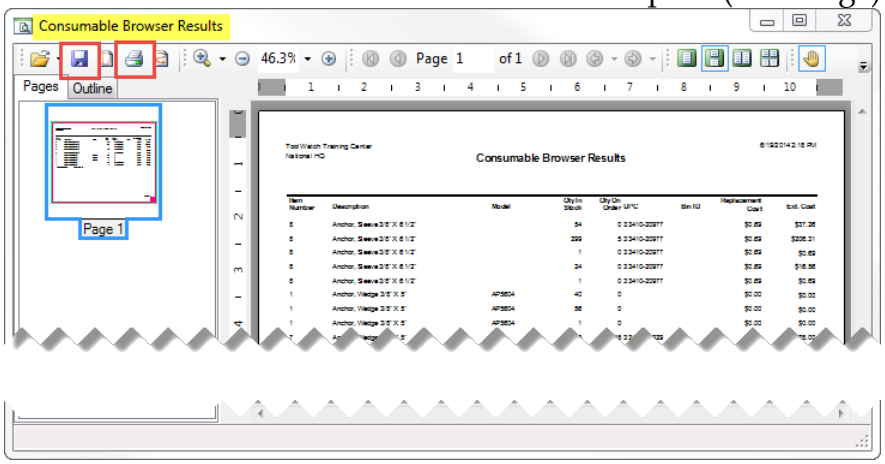
b. Click the **Save** icon to produce a document in one of the following format types: **pdf, xls, rtf, jpeg, gif, tiff, png**

Reporting From the Material Browser

1. In the **Navigator** panel, select the **Materials & Consumables** module.
2. Click the **Materials** button to open the **Material Browser** window.
3. Use the **Explorer** tree to view the material(s) of interest in the Search results.
   a. Highlight the individual material line item if interested in only that record.
4. Click the **Print** button.
5. Choose the **Print All** option.
   a. Choose the **Print Selected** option if only one material is involved.
6. The **Report Options** window appears (see image). Only one option is available to you: **Consumable Browser Results**.
7. Choose any additional report options.

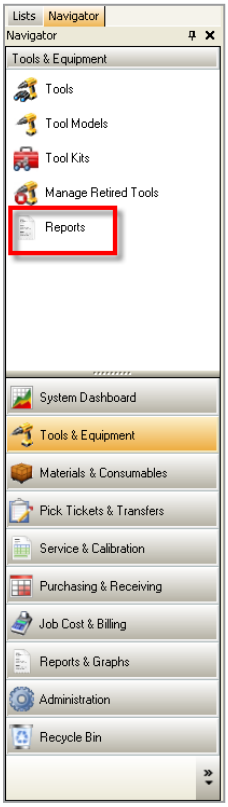


8. Click the **View Report** button.
9. The **Consumable Browser Results** window opens (see image).



   a. Click the **Print** icon if you with a printed copy of the report.
   b. Click the **Save** icon to produce a document in one of the following format types: **pdf, xls, rtf, jpeg, gif, tiff, png**

Reporting from Individual Modules

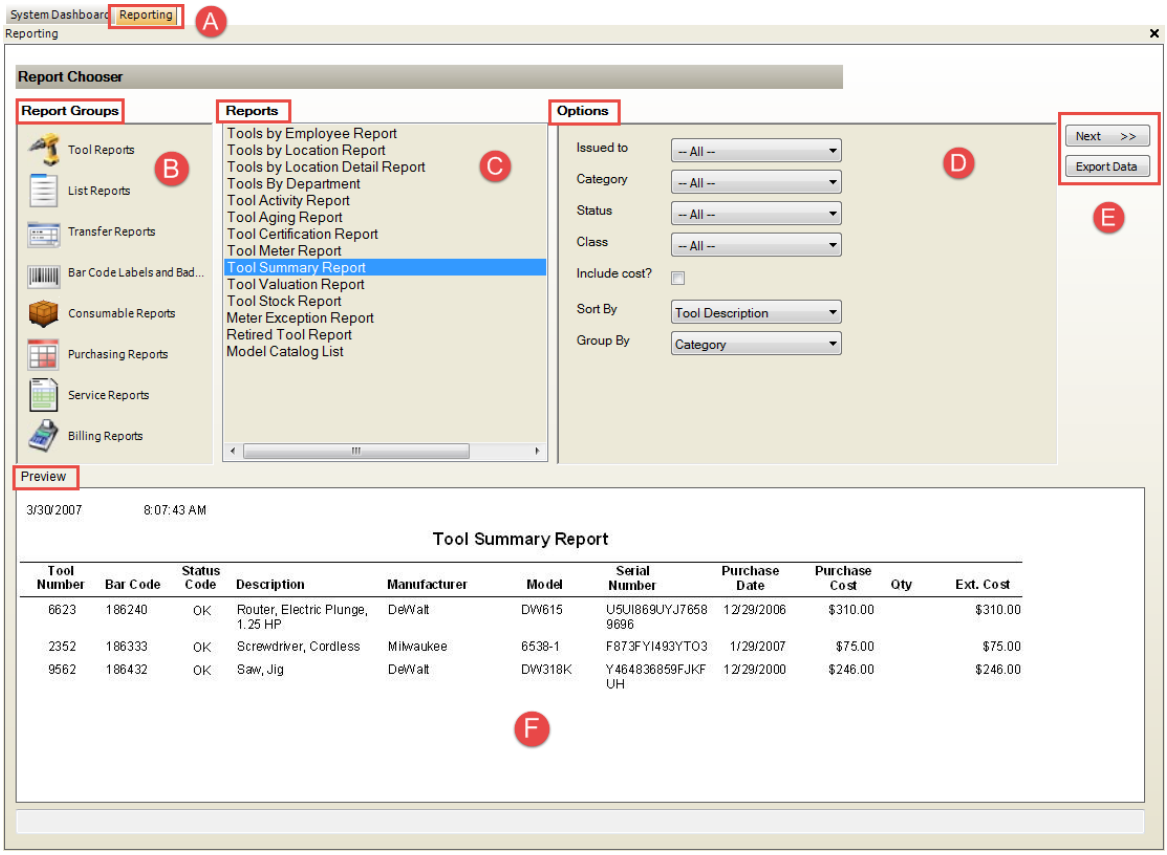


1. From the **Navigator** panel, select the module of interest (e.g., **Service & Calibration** module).
2. Using the respective button choices, click on the **Reports** button (see image).
3. From the **Report Groups**, click on the Report icon of interest.
4. Highlight the Report of interest in the **Reports** area.
5. From the **Options** area, fill in the appropriate options details.
6. Click either of these buttons:
   a. Next >> button – brings up a standard **Print** window named after the Report you selected in **Step 4**
   b. Export Data button – allows you to export data only in the .csv file format
      - specify a file name
      - indicate where on your computer to save the file

Reporting from the Reports & Graphs Module

This module contains all reports in ToolWatch Enterprise, organized by each of the individual modules discussed earlier (see image).

1. From the **Navigator** panel, click on the **Reports & Graphs** module.
2. From the **Reporting** tab (A), and using the respective button choices, click on the appropriate icon from the **Report Groups** (B).
3. Highlight the Report of interest in the **Reports** area (C).
   a. As the reports are highlighted, many of them will show a representative image of the first page in the **Preview** window (F).
4. From the **Options** area, fill in the appropriate options details (D).
5. Click either of these buttons (E):
   a. Next >> button
   b. Export Data button

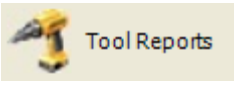


Survey of Key Reports

With over 100 reports available, it is a difficult task to learn what each one can be used to represent. Much of your familiarity with these reports will come with direct experience over time. As different projects require specialized reporting options, you will explore what is available in Enterprise – The more you explore, the more knowledgeable you will become of the **Reports & Graphs** module.

To get you started, here are some of the more commonly used Reports and descriptions for each as to what they are used for:

Tool Reports Group



1. **Tools by Employee Report**
   Report groups tools by the employee to whom they are issued. Specify any employees for the report. **Purchase Cost** information is available for unique tools.

2. **Tools by Location Report**
   Report groups tools by their current locations (**assignments**). Specify any of locations (stock, regular) for the report. **Purchase Cost** and **Delivered by** information are available.

3. **Tools by Location Detail Report**
   Same report as Tools by Location except that it contains more detailed tool information such as **Serial Numbers** and images.

4. **Tool By Department Report**
   Report groups tools by user-created departments and includes **Purchase Cost & Date** and **Delivered by** information.

5. **Tool Activity Report**
   Report shows transfer activity for a **Category** of tools over a specified time period. **Meter** and **Status** information are available.

6. **Tool Aging Report**
   Report shows a list of tools based on how long it has been since they were last transferred or counted. Multiple other criteria and sort fields available such as **Category, Location** and **Bin #**.

7. **Tool Certification Report**
   Report of tools requiring a specified **Certification**. (Renewal period included.) Multiple sort fields available including **Category** and **Class**.

8. **Tool Meter Report**
   Report providing current **meter levels** of tools sorted by multiple criteria and sort fields. These include **Assignment, Category** and **Class**.

9. **Tool Summary Report**
   Report showing single-line summary of selected (e.g., Location, Category & Status) tools. Multiple sort criteria available. May include **Purchase Cost & Date** information.

10. **Tool Valuation Report**
    Report showing the total value of selected tools. Both **Purchase** and **Replacement Cost** information are provided. Multiple criteria and sort fields available such as **Location** and **Category**.

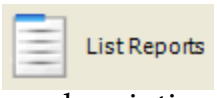
11. **Tool Stock Report**
    Report displaying the **Qty In/Qty Out** (Model Record) stock levels of unique tools relative to the **Stock Location**. Multiple criteria (**Category, Status, Class**) and sort fields available.

12. **Meter Exception Report**
    Report listing all tools assigned a **Meter Reading Interval** that have not had their meter readings updated; these updates are based on the Meter Reading Interval value assigned to the tool's model record.

13. **Retired Tool Report**
    Report presenting all tools retired within a defined date range. Includes **Last Known Assignment** and **Replacement Cost**. Multiple criteria and sort fields available.

14. **Model Catalog List**
    Report listing tool model information by **Category** and/or **Manufacturer**. Includes **Cost** (**Base Value**) and printed **UPC labels**. Print Images and bar code features do not function. Limited sort fields.

List Reports Group



1. **Category List Report**
   Prints a list of tool, material and template categories. Sorted by **Category** description and number.

2. **Employee Certification Report**
   Prints a list of employees assigned a **Certification** including dates for Certified On and Expires On. Sorted by Employee Name, Certification Description and Expiration Date.

3. **Certification List Report**
   Prints a list of **Certifications**. Sorted by **Code**, **Description** and **Renewal period**.

4. **Class List Report**
   Prints a list of **Classes**. Limited sort fields.

5. **Cost Center List Report**
   Prints a list of **Cost Centers** (also inactive option). Limited sort fields. Can select to view **Customers**.

6. **Cost Code List Report**
   Prints a list of your **Cost Codes**.and descriptions.

7. **Customer List Report**
   Prints a list of **Customers**.along with **contact information**.

8. **Department List Report**
   Prints a list of **Departments** (includes **phone** and **fax numbers**). Limited sort fields.

9. **Employee List Report**
   Prints a list of **Employees** (also **inactive** option) including **Employee Type** and **phone numbers**. A detail report is available that prints all recorded information about an employee, including **bar codes**.

10. **Employee Type List Report**
    Prints a list of **Employee Types** along with their **codes**.

11. **Location List Report**
    This report displays a detailed list of all **Locations** created including demographic information (City, State, Zip and Phone).

12. **Manufacturer List Report**
    Prints a list of **Manufacturers** including **phone, FAX** and **internet** address.

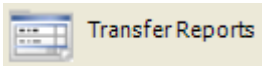
13. **Shipping Method List Report**
    Prints a list of **Shipping Methods**.

14. **Status Code List Report**
    Prints a list of **Status Codes** including 4 optional action items, where appropriate. Option to include **bar codes**.

15. **Unit of Measure Report**
    Prints a list of **Units of Measure.**

16. **Vendor List Report**
    Prints a list of **Vendors** including contact information. A detail report is available that prints all recorded information about a vendor, including **Discrepancy Variance.**

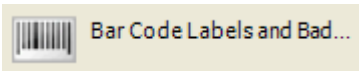
Transfer Reports Group



1. **Inventory Reconciliation Report**
   Report detailing all potential sources of **changes in an item's inventory quantity** (e.g., purchases, transfers, retired tools). Can view tools and consumables separately. Multiple sort fields including item vs. category, date range and assignment.

2. **Transfer History Report**
   Report summarizing **historical transfer data**. Specify where transferred to and date range to limit the report. Information is provided about tools such as **Item Type**, **Status** and **Quantity**.

Bar Code Labels and Badges Group



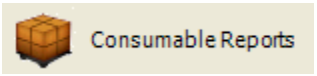
1. **Employee Labels Report**
   Allows for printing of bar code labels for **Employees**. Two sizes, available at office supply stores, are available: Avery Label #5260 (1" x 2 5/8") & Avery Label #5267 (1/2" x 1 3/4"). Labels can represent either **Item Number** or **Bar Code number**, assigned in Lists > Employees.

2. **Location Labels Report**
   Allows for printing of bar code labels for **Locations**. Two sizes, available at office supply stores, are available: Avery Label #5260 (1" x 2 5/8") & Avery Label #5267 (1/2" x 1 3/4"). Labels can represent either **Item Number** or **Bar Code number**, assigned in Lists > Locations.

3. **Status Code Labels Report**
   Allows for printing of bar code labels for **Status Codes**. Two sizes, available at office supply stores, are available: Avery Label #5260 (1" x 2 5/8") & Avery Label #5267 (1/2" x 1 3/4"). Labels represent codes, assigned in Lists > Status Codes.

4. **Bin Labels Report**
   Allows for printing of bar-coded **Bin** (or shelf) labels for quantity tools and consumables. Three sizes, available at office supply stores, are available: Avery #5162 (1 1/3" x 4"), Avery Label #5260 (1" x 2 5/8") & Avery Label #5267 (1/2" x 1 3/4"). Labels can represent either **Item Number** or **Bar Code number**.

Consumables Reports Group



1. **Current Inventory Report**
   Report listing information about **consumables** currently stocked. Includes various **costs, last count, Bin** and **Bar Codes**. Select by **Category** and **Manufacturer**.
2. **Consumables Detail Report**
   Report detailing information on consumables including **Replacement Cost** and **Stock info**. Select by **Category** and **Manufacturer**.

3. **Consumables Summary Report**
   This report provides a summary of all **Consumables** with multiple criteria and sort fields available. **Low**, **Target** and **High Level** values are on report.

4. **Consumables Usage Report**
   This report outlines the total amount of **Consumables** used over a specified date range; it includes **Cost** information and is broken down by **Location**.

5. **Consumables Category List Report**
   Prints a list of all consumable **Categories**.

Service Reports Group

1. **Service Totals by Date Report**
   Report showing amount of **Service** performed, as measured by total number of **Work Orders**, by date. **Costs** associated with work orders are included in report. Employee Assigned to, tool category and date range are available to limit selection.

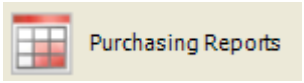
2. **Service Schedule Report**
   Displays listing of tools that are scheduled for **Service** based on dates from **Service Plans** or **Service Requests**. Sortable fields include **Current Work Order Number**, **Priority** and **Item Number** (etc.).

3. **Work Order Charges Report**
   Report summarizing **charges from Work Orders** specified by multiple criteria including work order number, date range, cost center and cost code.

4. **Warranty Status Report**
   Report showing **Warranty Expiration Date** along with no. days prior/subsequent. Selection criteria include expiration date range and tool category. Limited sort fields.

5. **Work Order History Report**
   Report displaying **Service History** (no. of work orders) for tools. Selection criteria include description and type of service requested, various date ranges, tool category.

Purchasing Reports Group



1. **Purchase Order Summary Report**
   This report summarizes each **Purchase Order** by **Status**, relevant dates, **Cost** and **Amount Received**, among other fields.

2. **Purchase Order Detail Report**
   This report summarizes detail of acutal **Purchase Order.** Can be grouped by vendor. Multiple sort fields available.

3. **Receiving Ticket Summary Report**
   This report summarizes each **Receiving Ticket** by **Vendor**, **Received By**, relevant numbers and **Amount Received**, among other fields.

4. **Receiving Ticket Detail Report**
   Report showing detail of **Receiving Tickets.** Can be grouped by vendor. Multiple sort fields available.

5. **Purchases by Item Number Report**
   Report showing purchases grouped by **Item Number** and **Vendor**. Additional groupings include date range and PO Status. Multiple sort field available.

6. **Purchases by Item Report**
   Report showing receipts for items grouped by **Item Number** and **Vendor**. Additional groupings include date range and category. Multiple sort fields available.

7. **Vendor Discrepancy Report**
   Report detailing items from a **Vendor** that were received at a price different than the **price on the Purchase Order**. Can be grouped by vendor or PO with multiple sort fields available.

Billing Reports Group

This group is used exclusively with the Job Cost & Billing module in Enterprise. It has the most extensive selection of reports of all modules. You can pair the following in many different combinations to arrive at reports that are very specific:

- Posted vs. Un-Posted
- Job Costs vs. Billing
- Tools & Equipment vs. Materials & Consumables vs. All
- Summary vs. Detail
- Cost Centers vs. Cost Codes

1. **Unposted Job Cost Summary (All/Tools/Materials) Report**
   Report summarizing **unposted Job Cost charges** for specified cost center(s). Totals include Charges on Hold, Ready to Post & Total Unposted; **displays tools and consumables** together or separately along with Adj/Misc Charges. Additional groupings include date range and cost code.

2. **Unposted Job Cost Detail (All/Tools/Materials) Report**
   Report detailing **unposted Job Cost charges** for specified cost center(s). Totals include Charges on Hold, Ready to Post & Total Unposted; **displays tools and consumables** together or separately along with model info and Calc. Method. Additional groupings include date range and cost code.

3. **Unposted Job Cost Transactions Summary (Tools) Report**
   Report summarizing transaction information from **unposted Job Cost charges** for **tools only**. Additional groupings include date range and cost code.

4. **Unposted Job Cost Transactions (All/Tools/Materials) Report**
   Report detailing transaction information from **unposted Job Cost charges** for **tools and consumables** together or separately. Additional groupings include date range and cost code.

5. **Unposted Billing Summary (All/Tools/Materials) Report**
   Report summarizing **unposted Billing charges** for specified cost center(s). Totals include Billing on Hold, Ready to Post & Total Unposted; **displays tools and consumables** together or separately along with Adj/Misc Charges. Additional groupings include date range and cost code.

6. **Unposted Billing Detail (All/Tools/Materials) Report**
   Report detailing **unposted Billing charges** for specified cost center(s). Totals include Billing on Hold, Ready to Post & Total Unposted; **displays tools and consumables** together or separately along with model info and Calc. Method. Additional groupings include date range and cost code.

7. **Unposted Billing Transactions Summary (Tools) Report**
   Report summarizing transaction information from **unposted Billing charges** for **tools only**. Additional groupings include date range and cost code.

8. **Unposted Billing Transactions (All/Tools/Materials) Report**
   Report detailing transaction information from **unposted Billing charges** for **tools and consumables** together or separately. Additional groupings include date range and cost code.

9. **Posted Job Cost Summary (All/Tools/Materials) Report**
   Report summarizing **posted Job Cost charges** for specified cost center(s). Totals include Posted to Date only; **displays tools and consumables** together or separately along with Adj/Misc Charges. Additional groupings include date range and cost code.

10. **Posted Job Cost Detail (All/Tools/Materials) Report**
    Report detailing **posted Job Cost charges** for specified cost center(s). Totals include Posted to Date only; **displays tools and consumables** together or separately along with model info and Calc. Method. Additional groupings include date range and cost code.

11. **Posted Job Cost Transactions Summary (Tools) Report**
    Report summarizing transaction information from **posted Job Cost charges** for **tools only**. Additional groupings include date range and cost code.

12. **Posted Job Cost Transactions (All/Tools/Materials) Report**
    Report detailing transaction information from **posted Job Cost charges** for **tools and consumables** together or separately. Additional groupings include date range and cost code.

13. **Posted Billing Summary (All/Tools/Materials) Report**
    Report summarizing **posted Billing charges** for specified cost center(s). Totals include Posted to Date only; **displays tools and consumables** together or separately along with Adj/Misc Charges. Additional groupings include date range and cost code.

14. **Posted Billing Detail (All/Tools/Materials) Report**
    Report detailing **posted Billing charges** for specified cost center(s). Totals include Posted to Date only; **displays tools and consumables** together or separately along with model info and Calc. Method. Additional groupings include date range and cost code.

15. **Posted Billing Transactions Summary (Tools) Report**
    Report summarizing transaction information from **posted Billing charges** for **tools only**. Additional groupings include date range and cost code.

16. **Posted Billing Transactions (All/Tools/Materials) Report**
    Report detailing transaction information from **posted Billing charges** for **tools and consumables** together or separately. Additional groupings include date range and cost code.

17. **Cost Center Job Cost Totals Report**
    Report showing **Job Cost totals** for designated cost centers. Can be subtotaled by cost code and date range. Totals include Charges on Hold, Ready to Post, Posted to Date and Total Charges; displays tools and consumables separately (also Adjustments/Misc Charges).

18. **Cost Center Billing Totals Report**
    Identical report to Cost Center Job Cost Totals except that the **Billing totals** are shown.

19. **Cost Center Posting Summary Report**
    Report summary of **all postings** that have accumulated for designated **Cost Centers**. Displays tools and consumables separately. Can be subtotaled by cost code and date range.

20. **Posted Cumulative Tools & Equipment Charges Report**
    Report showing **all posted charges** (Job Cost and Billing) for tools; charges broken down by cost center and total amount accrued. Additional groupings include category and tool number.

21. **Billing Comparison**
    This report tells which items currently on assignment are **not calculating charges**. Selected items must fit 2 criteria: (1) Stock Location of report is either tool's current Owner or Manager and (2) Tool is assigned currently to Stock Location other than one chosen for report.

Appendix 8: Advanced Billing Stream Management

Billing Stream Management – Concurrent Billing Streams

The transferring of tools from one location to another is the primary mechanism to affect the "opening" and "closing" of Billing Streams (i.e., open transactions accruing charges against a given Cost Center). The behavior of transferring a tool from Stock Point A to a Stock Point B vs. the behavior of transferring a tool from Location/ Employee A to Location/Employee B may have different impacts on open Billing Streams for that given asset but they should be consistent in their application as defined below. Meeting this requirement may require changes to the way in which Billing Streams are "opened" and "closed" for Calendar-based charges. (NOTE – This is not relevant for Assignment or Hourly Billing.)

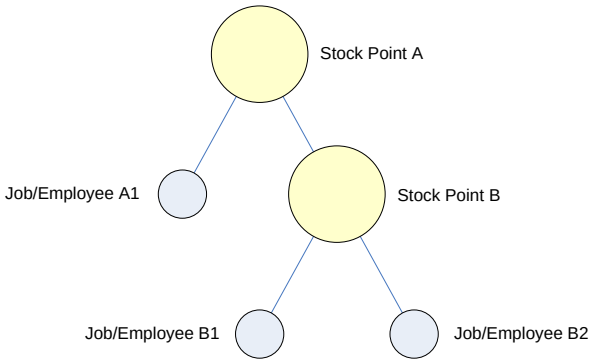
Important Rules & Concepts:

1. Conceptually, the managing entity for a given Billing Stream is the "Stock Point" and as such:

    a. No one Stock Point can have more than one concurrent Billing Stream for a given item, and therefore:

        - Any transfer of an item **FROM** a non-Stock Point entity will result in closing the Billing Stream that was opened when the item was initially transferred **TO** that entity.
        - Any transfer activity of an item **TO/FROM** the *managing* Stock Point **TO/FROM** *subordinat*e non- Stock Point entities will always result in the opening/closing of Billing Streams (i.e., no concurrent Billing Streams within the realm of a single Stock Point).
        - Only transfers from a Stock Point to another Stock Point have the potential to open a new Billing Stream without closing an existing one (i.e., concurrent Billing Streams).
        - Opening and closing of Billing Streams is tied to the rules surrounding the transfer itself (**To** and **From** locations/**Charge** and **Credit Cost Centers**) regardless of who physically transfers the item(s).

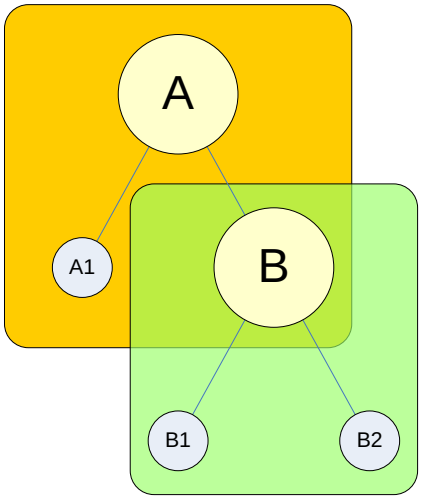
b. For the purpose of illustrating each of the use cases and their impact on **B**illing Streams, the following sample organizational hierarchy will be used for each scenario. This sample organization has 2 **Stock Points**, the *root* Stock Point (or *Stock Point A*) and a subordinate Stock Point (or *Stock Point B*). There is one non- Stock Point entity (Employee or Location) related to *Stock Point A* (*Job/Employee A1*) and 2 non-Stock Point entities related to *Stock Point B* (*Job/Employee B1* and *B2*).



2. As presented earlier, there is a concept that only one Billing Stream may be open (for a given asset) within the realm of a single Stock Point.

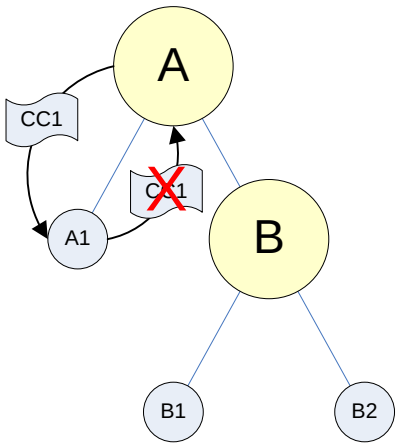
   If an organization has only one Stock Point, there should be NO condition that could allow for more than one open Billing Stream at a time for a given asset.

   For an organization with two Stock Points, there is the potential for no more than 2 open Billing Streams for a given asset.



Use Case Scenarios:

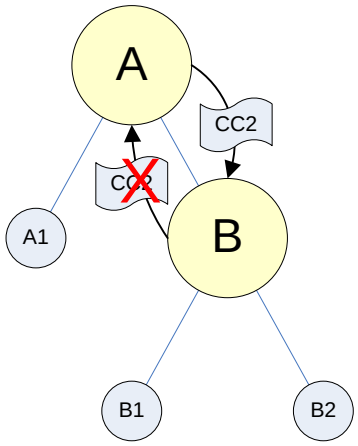
Scenario 1 – Stock Point to Non-Stock Point



An item is transferred from *Stock Point A* to *Job A1* with the *Cost Center CC1* specified. This results in a new, open Billing Stream for the item accruing charges against *Cost Center CC1*

The item is transferred from *Job A1* to Stock Point A with NO Cost Center specified. This results in the open Billing Stream for the item against *Cost Center CC1* now being closed.

Scenario 2 – Stock Point to Stock Point

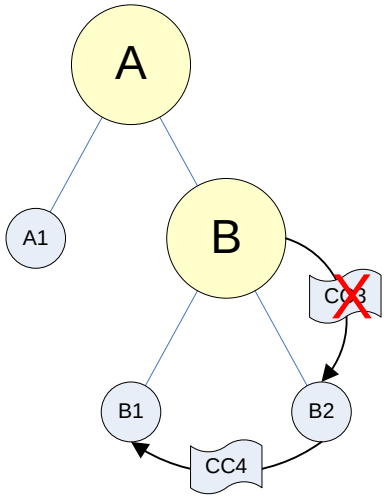


An item is transferred from Stock Point A to Stock Point B with the *Cost Center CC2* specified.

These results in a new, open Billing Stream for the item accruing charges against *Cost Center CC2*.

The item is transferred from Stock Point B to Stock Point A with NO Cost Center specified. This results in the open Billing Stream for the item against *Cost Center CC2* being now closed.

Scenario 3 – Non-Stock Point to Non-Stock Point

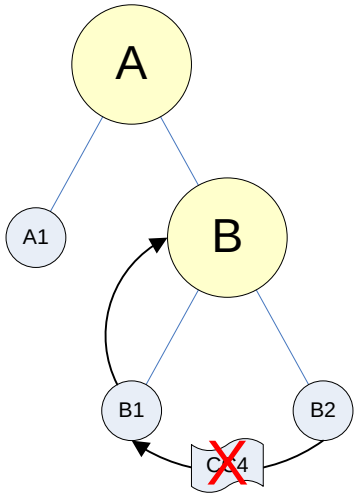


An item is transferred from Stock Point B to *Job B2* with the *Cost Center CC3* specified. This results in a new, open Billing Stream for the item accruing charges against *Cost Center CC3*.

The item is then transferred from *Job B2* to *Job B1* with the *Cost Center CC4* specified. This results in a new, open Billing Stream for the item accruing charges against *Cost Center CC4*, and closes the open stream for the item against *Cost Center CC3*.

NOTE: In Scenario 2, should NO Cost Center be specified in the Transfer Ticket moving the item from *B2* to *B1*, then the resulting action would be simply to close the open Billing Stream for the item against *Cost Center CC3* with no new open Billing Stream being created.

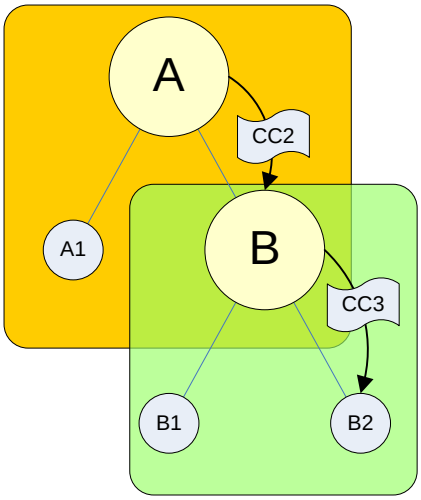
Scenario 4 – Non-Stock Point to Stock Point (issuing)



An item is transferred from *Job B2* to *Job B1* with the *Cost Center CC4* specified. This results in a new, open Billing Stream for the item accruing charges against *Cost Center CC4*.

The item is then transferred from *Job B1* to Stock Point B with NO Cost Center specified. The results in the open Billing Stream for the item against *Cost Center CC4* being closed and no new Billing Stream is opened (i.e., the asset is returned to the issuing Stock Point).

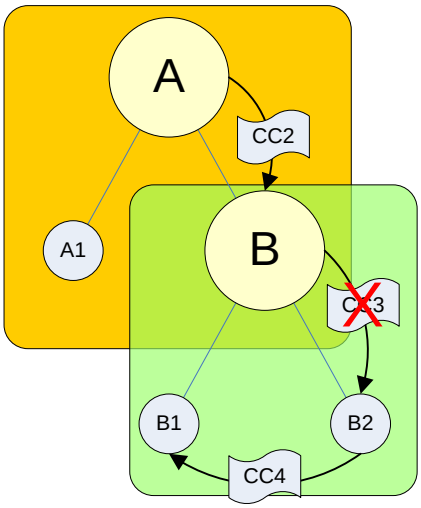
Scenario 5 – Stock Point to Non-Stock Point (concurrent Billing Stream)



An item is transferred from Stock Point A to Stock Point B with the *Cost Center CC2* specified. This results in a new, open Billing Stream for the item accruing charges against *Cost Center CC2*.

The item is then transferred from Stock Point B to *Job B2* with the *Cost Center CC3* specified. This results in a new, open Billing Stream for the item accruing charges against *Cost Center CC3* IN ADDITION to keeping the original Billing Stream against *Cost Center CC2* open.

Scenario 6 – Non-Stock Point to Non-Stock Point (concurrent Billing Stream)

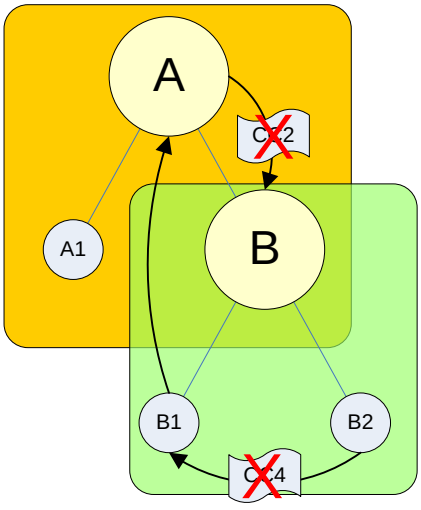


An item is transferred from Stock Point A to Stock Point B with the *Cost Center CC2* specified. This results in a new, open Billing Stream for the item accruing charges against *Cost Center CC2*.

The item is then transferred from Stock Point B to *Job B2* with the *Cost Center CC3* specified. This results in a new, open Billing Stream for the item accruing charges against *Cost Center CC3* in addition to keeping the original stream against *Cost Center CC2* open.

The item is then transferred from *Job B2* to *Job B1* with the *Cost Center CC4* specified. This results in a new, open Billing Stream for the item accruing charges against *Cost Center CC4*, and it closes the open Billing Stream for the item against *Cost Center CC3*. The open Billing Stream against *Cost Center CC2* remains open as well (i.e., the concurrent Billing Stream opened by the original transfer from Stock Point A to Stock Point B).

Scenario 7 – Non-Stock Point to Stock Point (NON-ISSUING - concurrent streams)

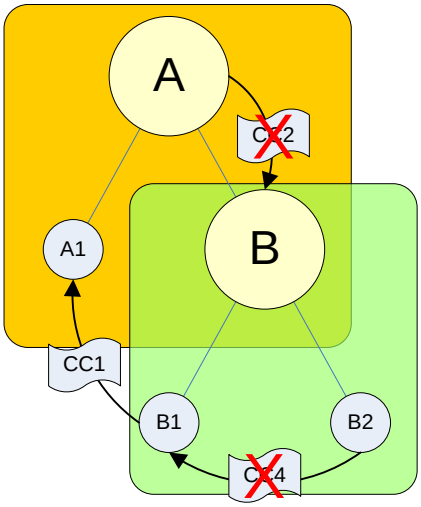


Building on Scenario 6 – The item is then transferred from *Job B1* to Stock Point A (bypassing Stock Point B, who would be the current manager of the asset and, for all intent and purpose, the "issuing" Stock Point to that current assignment) with NO Cost Center specified. The resulting action is to close all of the open Billing Streams for that item between the originating transfer and this "closing" transfer – closing the stream against *CC2* and *CC4* in this case.

In the case of **concurrent** Billing Streams, a transaction such as this which returns the asset somewhere higher in the chain of custody (this is not necessarily tied to organization hierarchy but rather sequence/timeline of open Billing Streams) should

roll up all those Billing Stream between the 2 points. For example, assume that an asset travels from Stock Point A to B to C to D, each time opening a new Billing Stream. If the asset were returned to Stock Point B, the Billing Stream s opened during the transfers from B to C, and from C to D should be closed, leaving the Billing Stream that was opened during the transfer from A to B. Essentially "collapsing" open Billing Streams to the highest (or "oldest") point in the chain.

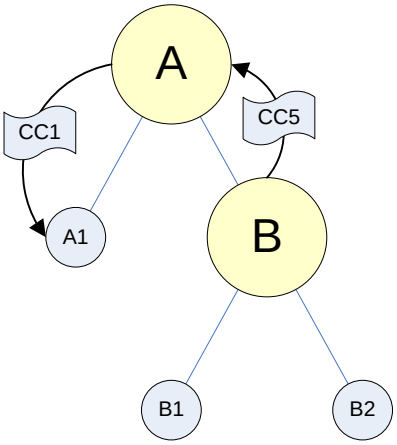
Scenario 8 – Non-Stock Point to Non-Stock Point (NON-ISSUING - Concurrent Billing Streams)



Further Building on Scenario 6 – The item is transferred from *Job B1* to *Job A1* (not returning to either of the most recent issuing Stock Points or the originating Stock Point) with the *Cost Center CC1* specified. The resulting action would be to create a new, open Billing Stream for the item accruing charges against *Cost Center CC1* and closing the Billing Stream against *CC4*.

In this case, as the item is now transferred to a location subordinate to Stock Point A which falls within its realm, and as there can be only one open Billing Stream for an item within a given "realm", the open stream against *CC2* must also be closed, essentially rolling up the Concurrent Billing Stream for the item just as though it had been transferred back to the originating Stock Point.

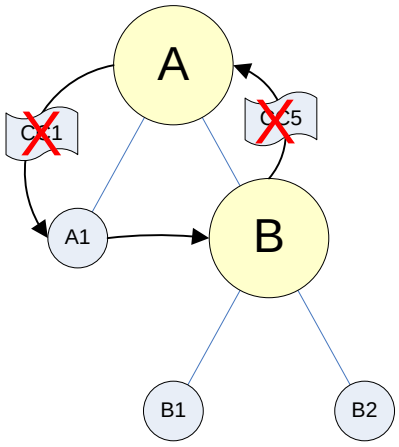
Scenario 9 – Stock Point to Non-Stock Point (Concurrent Streams "uphill" in the Org Hierarchy)



To further exemplify that concurrent streams are technically timeline-based and not necessarily hierarchically-based, here is an example where an item is sent from Stock Point B to Stock Point A, with the *CC5* specified. This results in a new, open Billing Stream for the item accruing charges against *Cost Center CC5*.

The items transferred from Stock Point A to *Job A1* with the *Cost Center CC1* specified. This results in a new, open Billing Stream for the item accruing charges against *Cost Center CC1* while keeping the concurrent Billing Stream against *CC5* open.

Scenario 10 – Non-Stock Point to Stock Point (Non-Issuing - Concurrent Streams "Uphill" in the Org Tree)



Building on Scenario 9 – The item is then transferred from *Job A1* to Stock Point B, bypassing the "Issuing" Stock Point and returning it to the "Originating" Stock Point. The resulting action is to close all those Billing Streams that were opened between the Originating transaction and the Closing one (i.e., open Billing Stream against *CC5* and *CC1*), as the process is timeline-based and not necessarily hierarchically-based.

Appendix 9: Job Cost & Billing Scenarios

Here are some real-life scenarios illustrating how some of the powerful features in Job Cost & Billing work. In these scenarios we highlight various features, using real tools and materials, and real-time tables. We hope these help in your understanding of the capabilities of ToolWatch Enterprise's Job Cost & Billing module.

Scenario 1

Tool Rate Sheet Feature: Max Charge Grouping

Tools Involved: 2 *DeWALT* DW140s, Tools #1375 and #1380

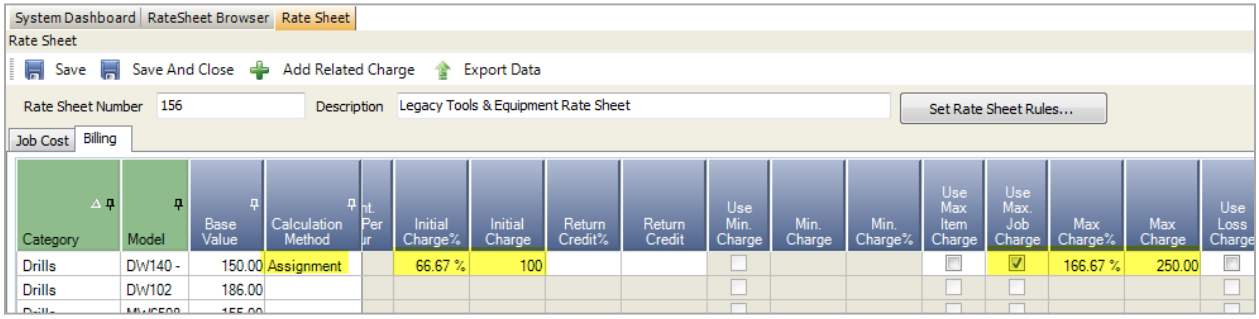
Calculation Method: Assignment, with an Initial Charge of $100

Max Charge Grouping: Max *Job* Charge of $250

Locations Involved: Main Warehouse; Legacy job site

Cost Center Involved: Legacy Cost Center, using Legacy Rate Sheet

FIGURE 1



Sequence Of Events

1. In August, you transfer Tool #1375 back and forth from the warehouse, to the Legacy jobsite, 1 time, using the Legacy Cost Center (with the Legacy Rate Sheet)
2. In August, you also transfer Tool #1380 back and forth from the warehouse, to the Legacy job site, 2 times, always using the Legacy Cost Center (with the Legacy Rate Sheet)
3. At the end of August, you calculate your un-posted charges for the Legacy Cost Center
   - You have $300 in total un-posted charges:
     $100 from Tool #1375
     $200 from Tool #1380
4. At the end of August, you POST charges for the Legacy Cost Center:
   - You have $300 of posted charges appear in your reports
5. In September, you transfer Tool #1375 back and forth from the warehouse, to the Legacy job site, 2 times, always using the Legacy Cost Center (with the Legacy Rate Sheet)

6. In September, you transfer Tool #1380 back and forth from the warehouse, to the Legacy job site, 2 times, always using the Legacy Cost Center (with the Legacy Rate Sheet)
7. At the end of September, you calculate your un-posted charges for the Legacy Cost Center
   - You have $400 in total un-posted charges:
     $200 from Tool #1375
     $200 from Tool #1380
8. Then, at the end of September, you POST charges for the Legacy Cost Center
   - You have $200 of posted charges appear in your reports:
     $150 from Tool #1375 ($250 max minus $100 already posted in August)
     $50 from Tool #1380 ($250 max minus $200 already posted in August)
9. In October, you transfer Tool #1375 back and forth from the warehouse, to the Legacy job site, 2 times, always using the Legacy Cost Center (with the Legacy Rate Sheet)
10. In October, you also transfer Tool #1380 back and forth from the warehouse, to the Legacy job site, 2 times, always using the Legacy Cost Center (with the Legacy Rate Sheet)
11. At the end of October, you calculate your un-posted charges for the Legacy Cost Center
    - You have $0 in total un-posted charges:
      Tool #1375 has already reached its POSTED max of $250, and therefore is no longer accruing charges
      Tool #1380 has already reached its POSTED max of $250, and therefore is no longer accruing charges
12. Then, at the end of October, you POST charges for the Legacy Cost Center
    - You have $0 of posted charges appear in your reports

Note: The same concept would apply using the Calendar Calculation Method

Scenario 2

Tool Rate Sheet Feature: Max Charge Grouping

Tools Involved: 2 HR5021 generators, Tools #3615 and #3622

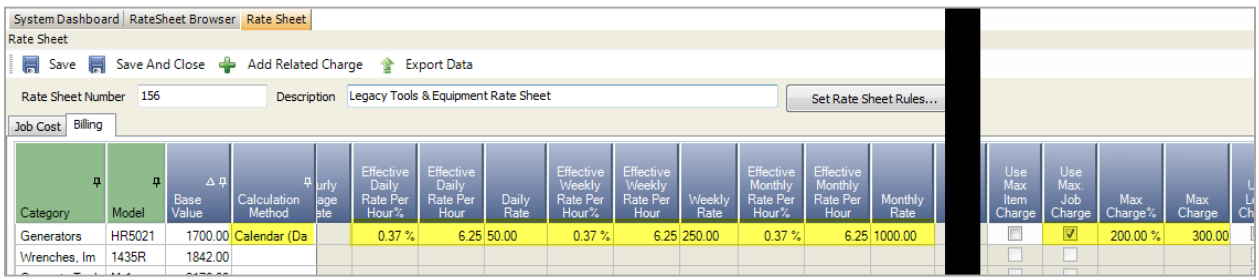
Calculation Method: Calendar (Days), with a Daily Rate of $50

Max Charge Grouping: Max *Job* Charge of $300

Locations Involved: Main Warehouse; Legacy job site

Cost Center Involved: Legacy Cost Center, using Legacy Rate Sheet

FIGURE 2



Sequence Of Events

1. In August, you transfer Tool #3615 from the warehouse, to the Legacy job site, using the Legacy Cost Center (with the Legacy Rate Sheet)
2. Tool #3615 is transferred back to the warehouse 10 days later
3. In August, you also transfer Tool #3622 from the warehouse, to the Legacy job site, using the Legacy Cost Center (with the Legacy Rate Sheet)
4. Tool #3622 is transferred back to the warehouse 8 days later
5. At the end of August, you calculate your un-posted charges for the Legacy Cost Center
    - You have $900 in total un-posted charges
      $500 from Tool #3615
      $400 from Tool #3622
6. Then, at the end of August, you POST charges for the Legacy Cost Center
    - You have $600 of posted charges appear in your reports
      $300 from Tool #3615 (because of the $300 max)
      $300 from Tool #3622 (because of the $300 max)
7. In September, you repeat the exact same thing as August
8. At the end of September, you calculate your un-posted charges for the Legacy Cost Center
    - You have $0 in total un-posted charges
      Tool #3615 already reached its POSTED max of $300, and therefore is no longer accruing charges
      Tool #3622 already reached its POSTED max of $300, and therefore is no longer accruing charges
9. Then, at the end of October, you POST charges for the Legacy Cost Center
    - $0 of posted charges appear in your reports

Note: The same concept would apply using the Assignment Calculation Method

Scenario 3

Tool Rate Sheet Features:	Loss Charge Grouping
Tools Involved:	One *DeWALT* DW140 drill, Tool #1375
Calculation Method:	Calendar (Days), with a Daily Rate of $2
Loss Charge Grouping:	Loss Charge of $200
Locations Involved:	Main Warehouse; Legacy job site
Cost Center Involved:	Legacy Cost Center, using Legacy Rate Sheet

Sequence Of Events

1. In August, you transfer Tool #1375 from the warehouse, to the Legacy job site, using the Legacy Cost Center (with the Legacy Rate Sheet)
2. The tool is on the job for most of the year, to the point it accrues $300 in charges, then they lose it
3. The tool is retired in ToolWatch, specifying the Legacy Cost Center when retired
4. If there was NOT a checkmark in the “Charge Net Loss” box on the Rate Sheet, the charge amount = $500
    a. $300 for using it, and an additional $200 charge for losing it
5. If there WAS a checkmark in the “Charge Net Loss” box on the Rate Sheet, the posted amount = $300
    a. $300 is large enough to account for loss of the tool

Scenario 4

Tool Rate Sheet Features: Loss Charge Grouping

Tools Involved: One *DeWALT* DW140 drill, Tool #1380

Calculation Method: Calendar (Days), with a Daily Rate of $2

Loss Charge Grouping: Loss Charge of $200

Locations Involved: Main Warehouse; Legacy job site

Cost Center Involved: Legacy Cost Center, using Legacy Rate Sheet

Sequence Of Events

1. In June, you transfer Tool #1380 from the warehouse, to the Legacy job site, using the Legacy Cost Center (with the Legacy Rate Sheet)
2. The tool is on the job for a few months, to the point it accrues $100 in charges, then they lose it
3. The tool is retired in ToolWatch, specifying the Legacy Cost Center when retired
4. If there was NOT a checkmark in the "Charge Net Loss" box on the Rate Sheet, the charge amount = $300
    a. $100 for using it, and an additional $200 charge for losing it
5. If there WAS a checkmark in the "Charge Net Loss" box on the Rate Sheet, the posted amount = $200
    a. $200 is large enough to account for loss of the tool

Scenario 5

Tool Rate Sheet Features: Max Charge Grouping used with the Loss Charge Grouping

Tools Involved: 2 *DeWALT* DW140s, Tools #1375 and #1380

Calculation Method: Calendar (Days), with a Daily Rate of $50

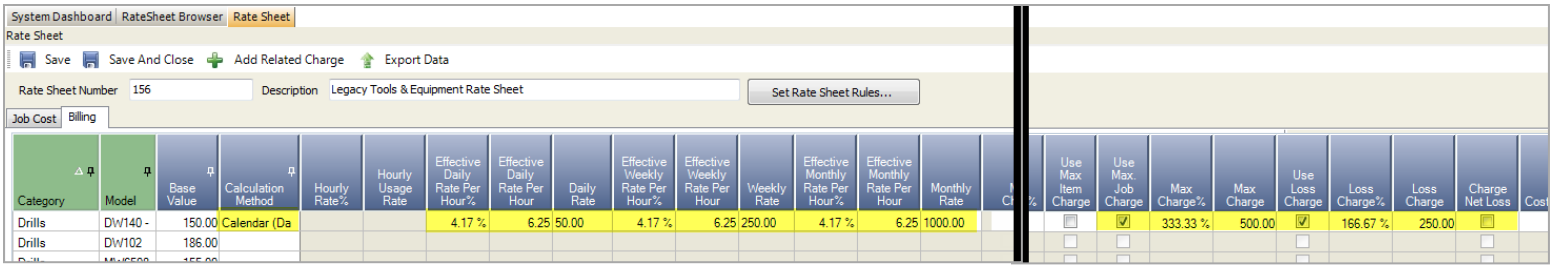
Max Charge Grouping: Max *Job* Charge of $500

Loss Charge Grouping: Loss Charge of $250

Locations Involved: Main Warehouse; Legacy job site

Cost Center Involved: Legacy Cost Center, using Legacy Rate Sheet

FIGURE 3



Sequence Of Events

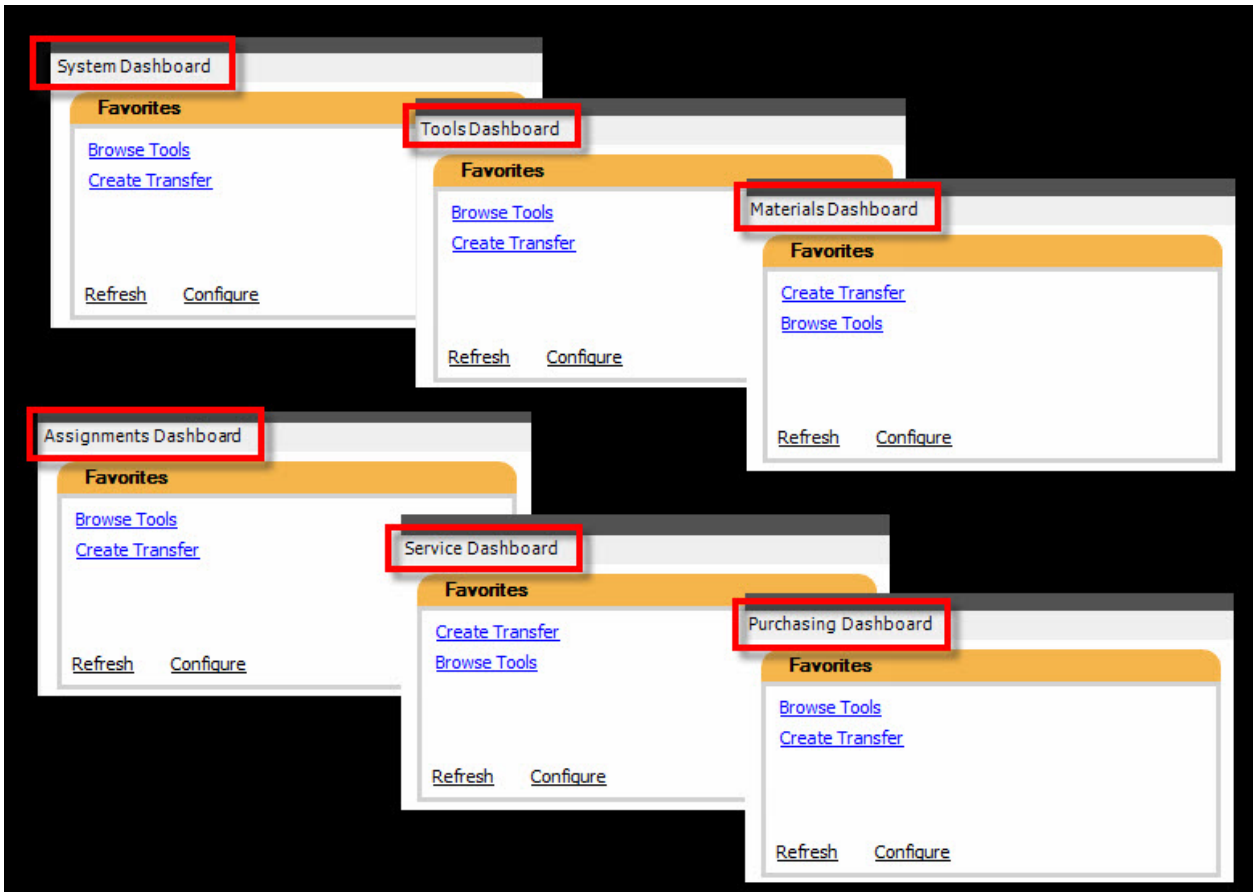
1. In August, you transfer Tool #1375 from the warehouse, to the Legacy job site, using the Legacy Cost Center (with the Legacy Rate Sheet)
2. Tool #1375 is sitting on the jobsite for 8 days
3. At the end of the 8th day, Tool #1375 is lost
4. Tool #1375 is then retired in the Tool Browser, indicating the Legacy Cost Center
5. You then calculate your un-posted charges for this Cost Center
   - You have $400 in un-posted charges
6. You then post your charges for this Cost Center
   - If there were NO checkmark in the "Charge Net Loss" box on the Rate Sheet, posted amount = $500
     It would have been $650 ($400 + $250), but the Max Charge is $500
   - If there WAS a checkmark in the "Charge Net Loss" box on the Rate Sheet, posted amount = $400
     $400 > $250 Loss Charge; therefore, $400 is posted

Note: The same concept would apply using the Assignment Calculation Method

Answer Keys

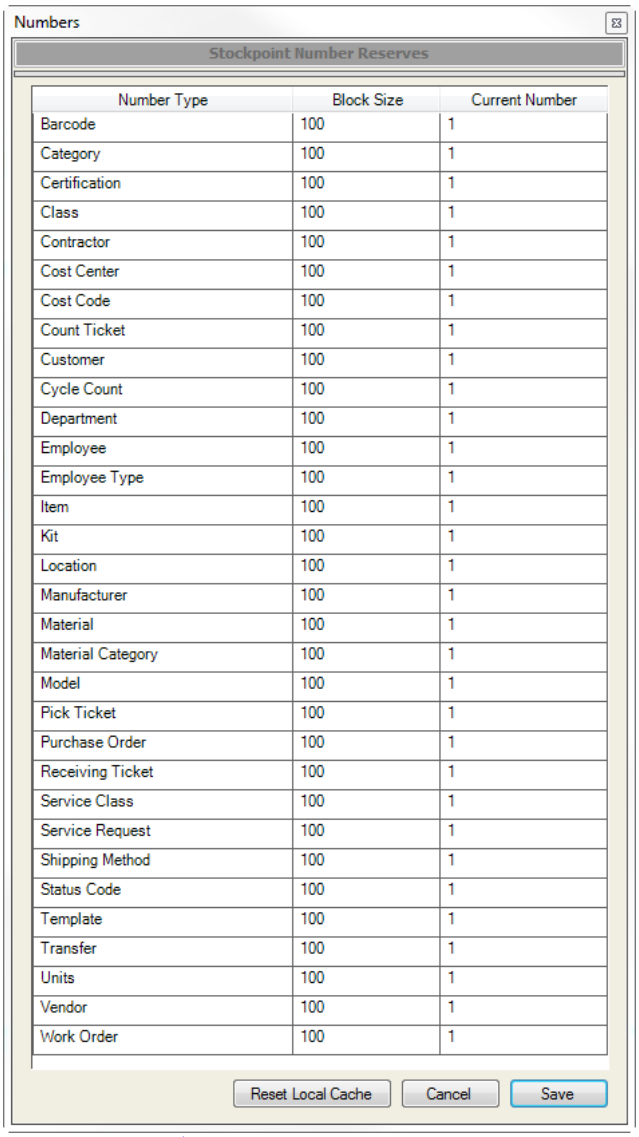
Here you will find illustrations and/or explanations depicting the correct answers or responses for all of the Training Activities found in this Training Manual. After viewing each one, click on the "Return to the Activity" link to return you to the page last visited.

Training Activity #1: Favorites



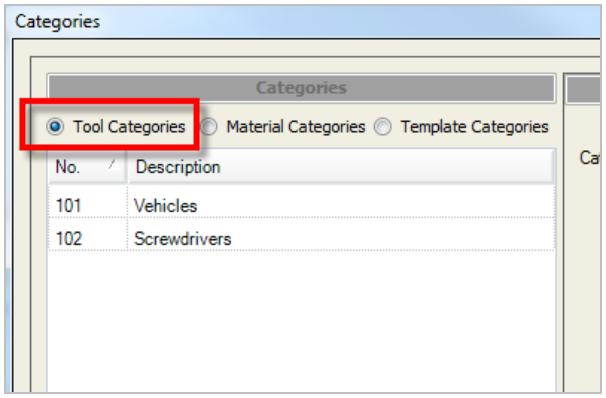
Return to the Activity

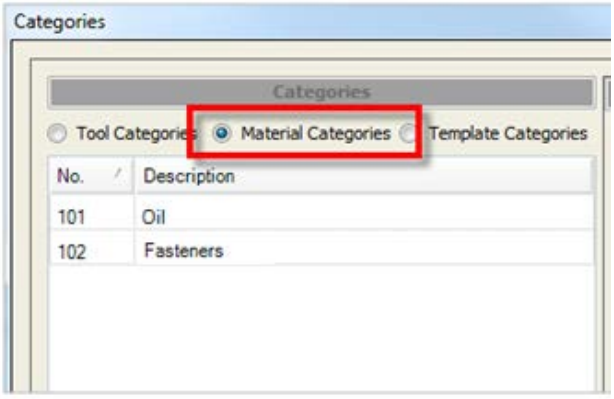
Training Activity #2: Number Blocks



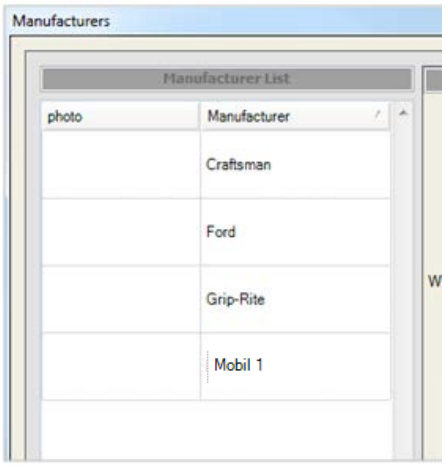
Number Type	Block Size	Current Number
Barcode	100	1
Category	100	1
Certification	100	1
Class	100	1
Contractor	100	1
Cost Center	100	1
Cost Code	100	1
Count Ticket	100	1
Customer	100	1
Cycle Count	100	1
Department	100	1
Employee	100	1
Employee Type	100	1
Item	100	1
Kit	100	1
Location	100	1
Manufacturer	100	1
Material	100	1
Material Category	100	1
Model	100	1
Pick Ticket	100	1
Purchase Order	100	1
Receiving Ticket	100	1
Service Class	100	1
Service Request	100	1
Shipping Method	100	1
Status Code	100	1
Template	100	1
Transfer	100	1
Units	100	1
Vendor	100	1
Work Order	100	1

Return to the Activity



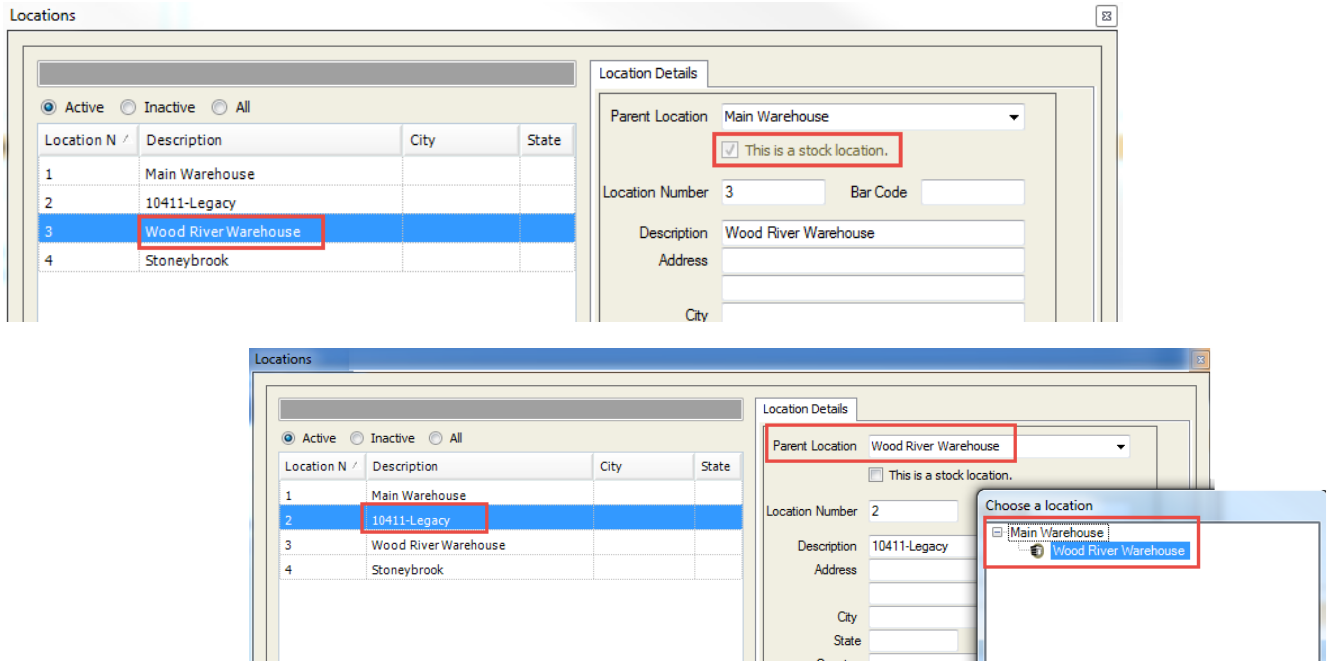


Training Activity #3: Create Lists Items



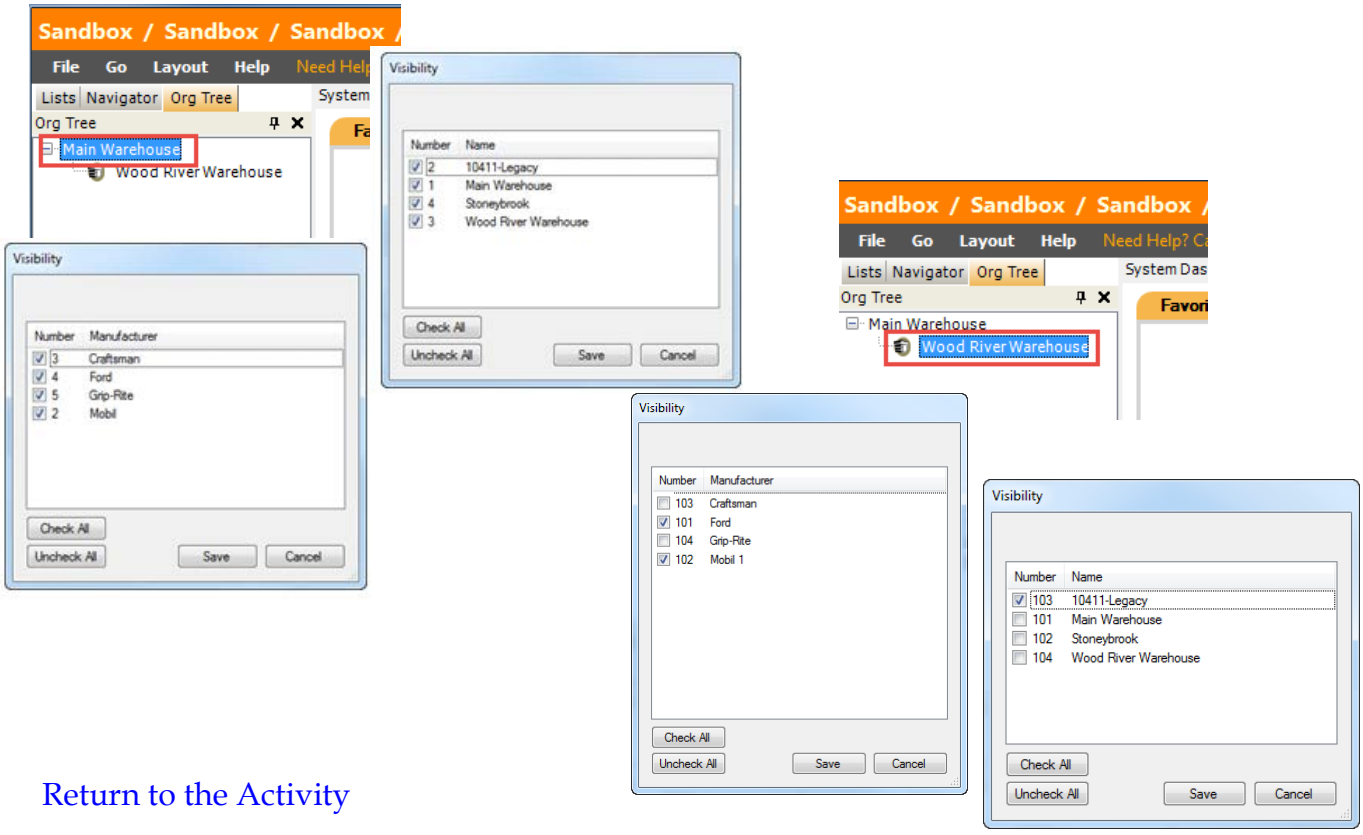
Return to the Activity

Training Activity #4: Create Locations



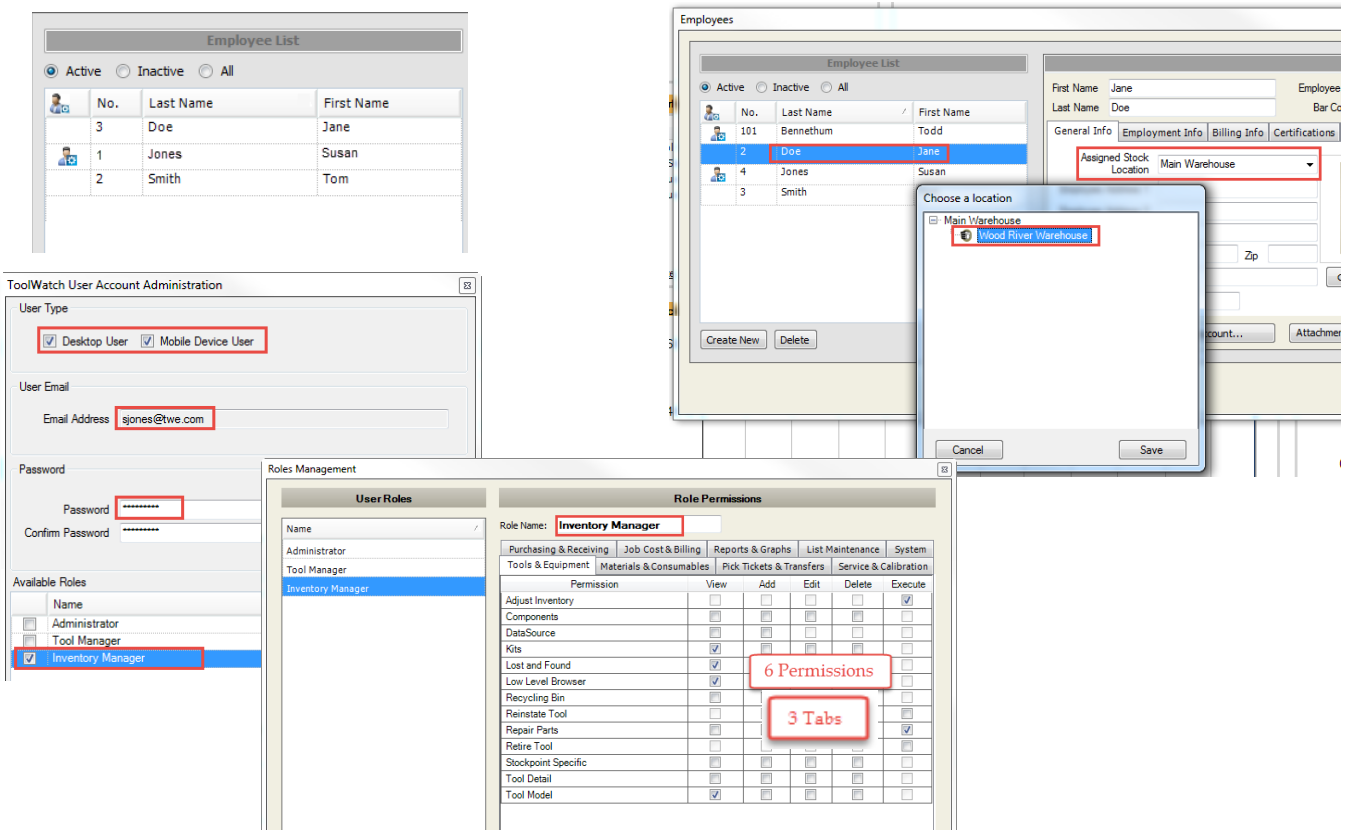
Return to the Activity

Training Activity #5: Modify Visibility



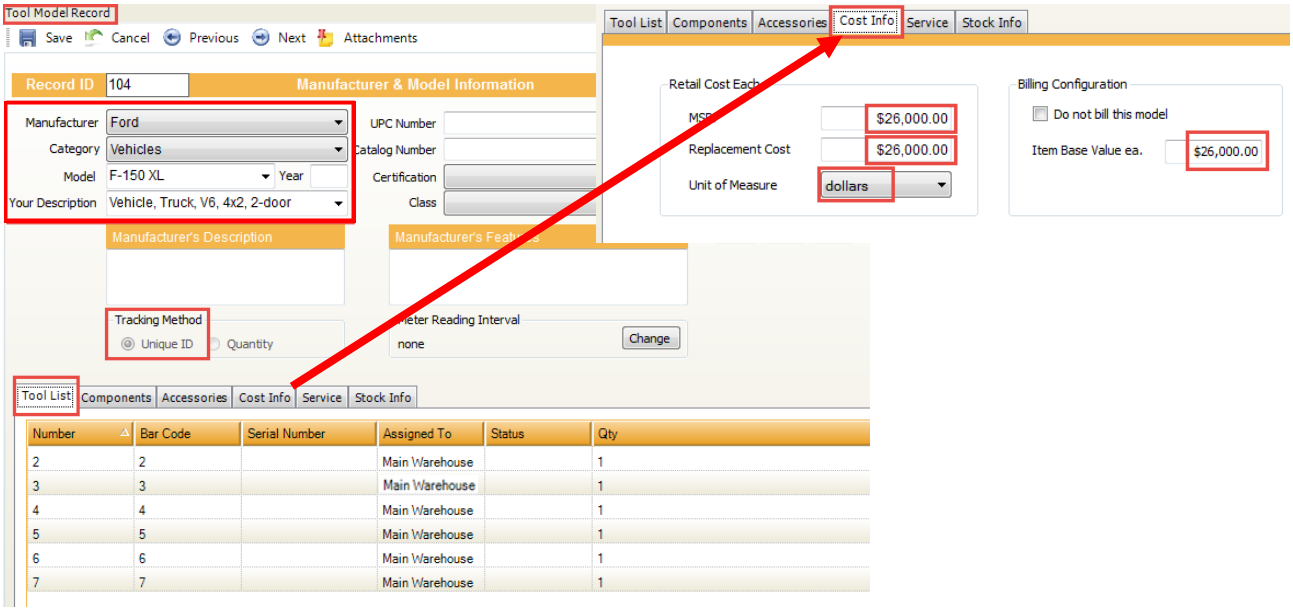
Return to the Activity

Training Activity #6: Create User and Regular Employees

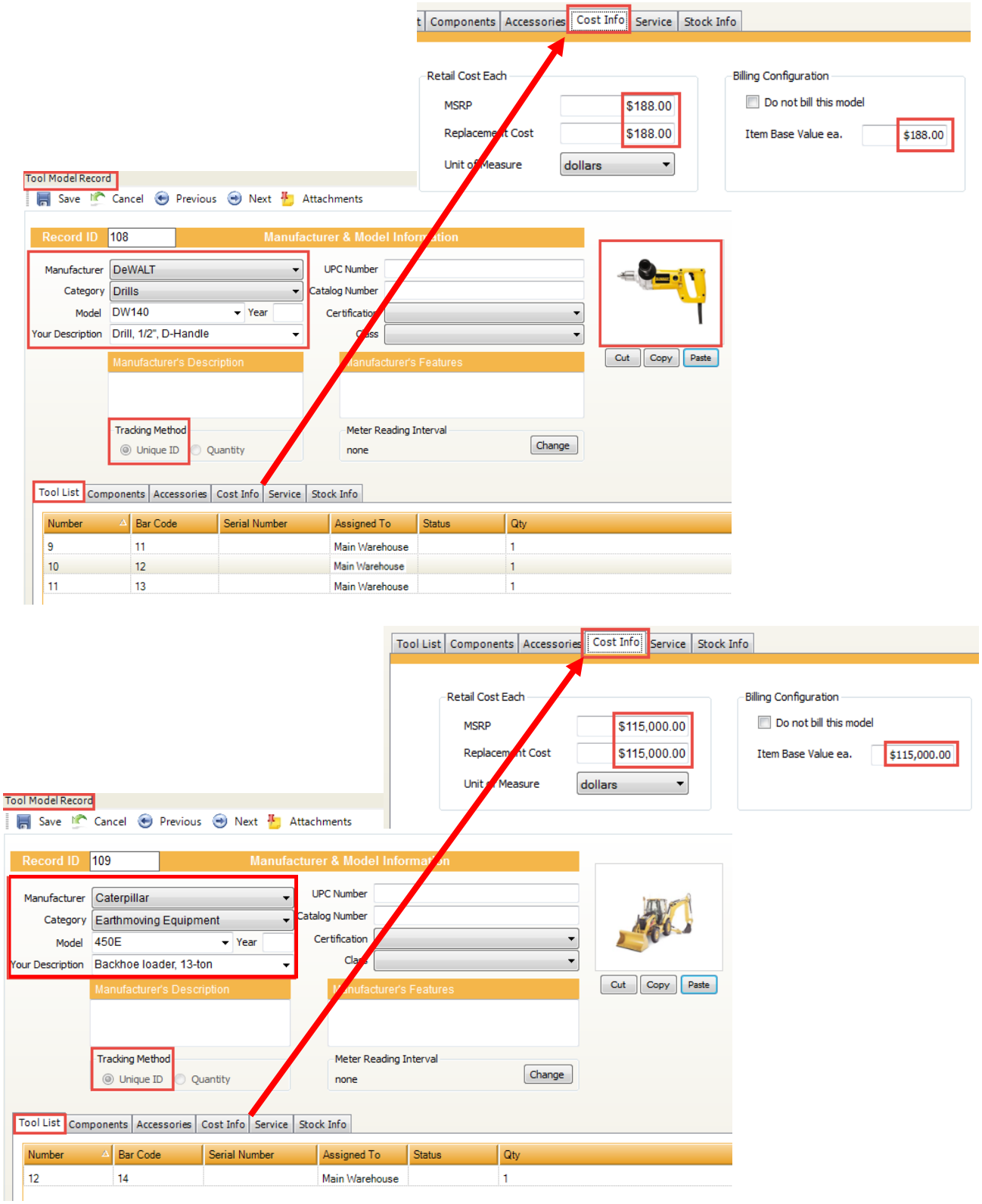


Return to the Activity

Training Activity #7: Create Unique Tools

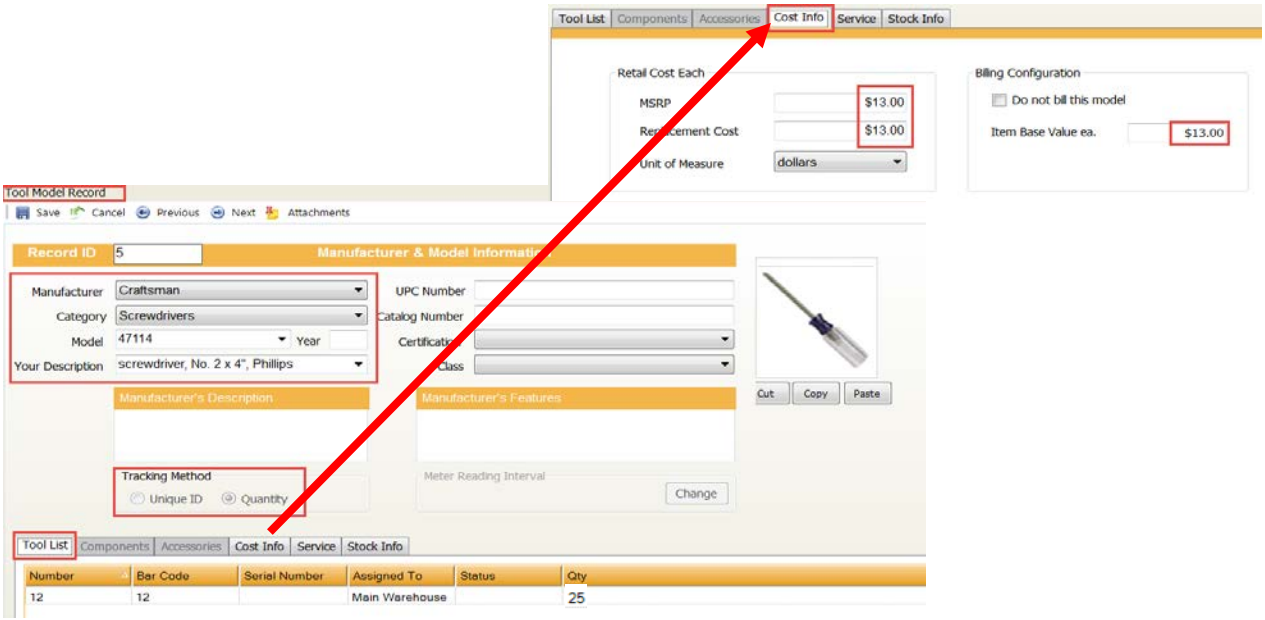


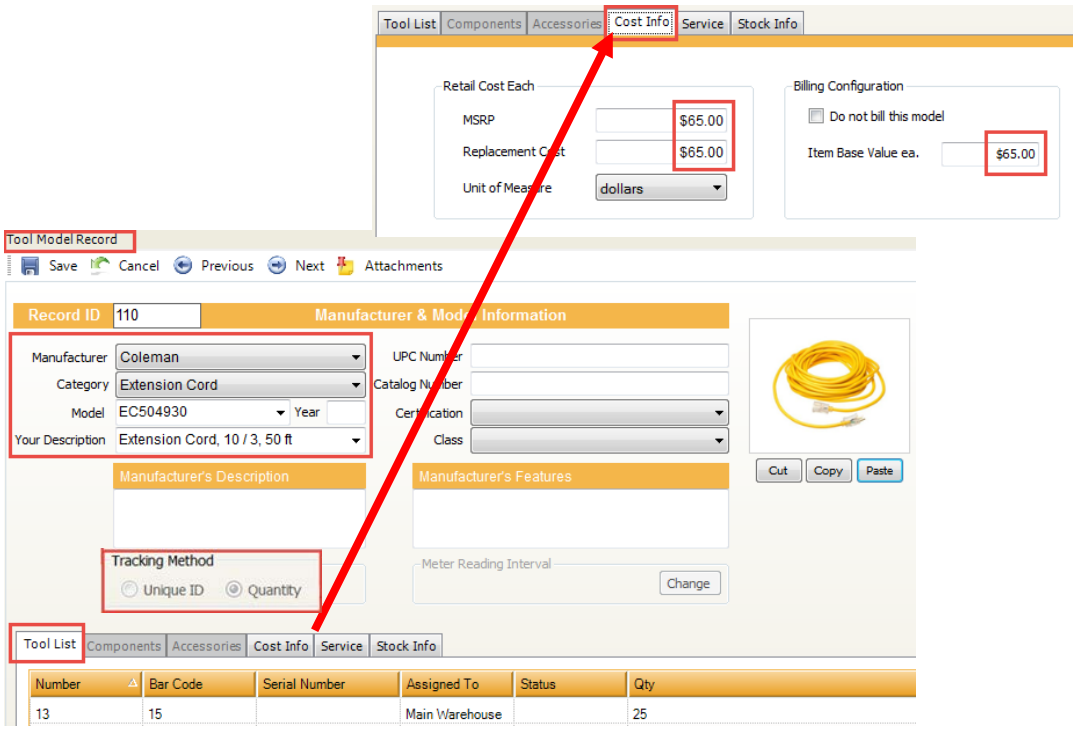
Training Activity #7: Create Unique Tools (cont'd.)



Return to the Activity

Training Activity #8: Create Quantity Tools

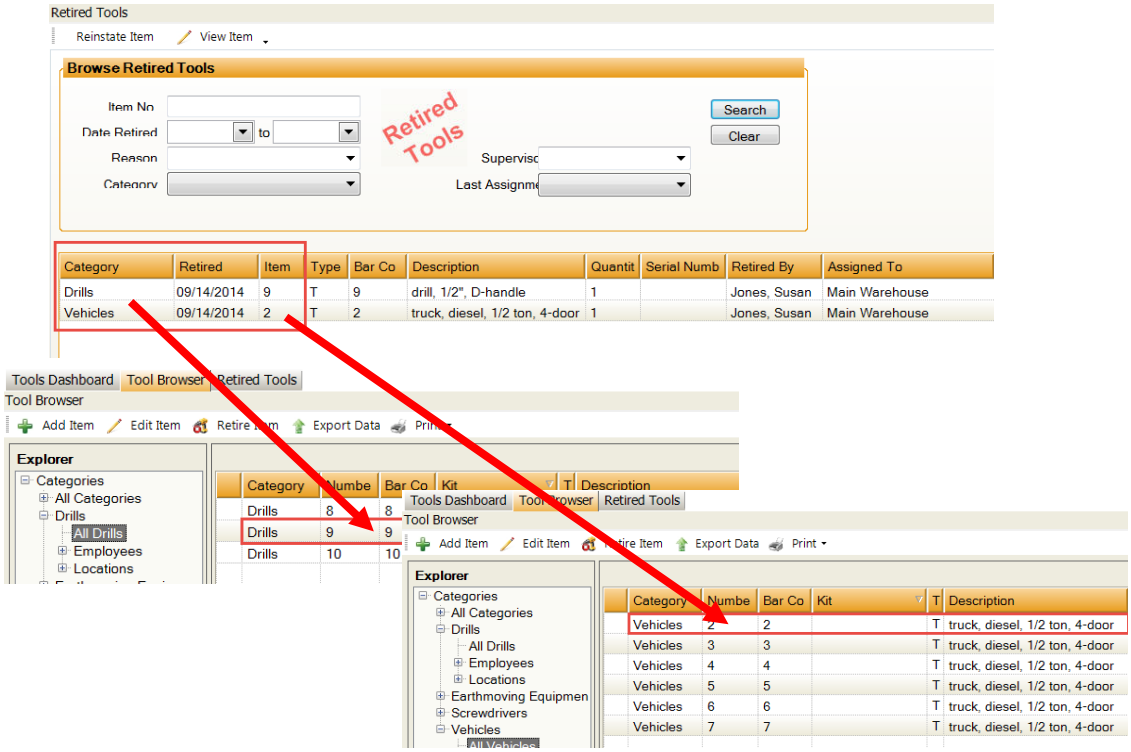




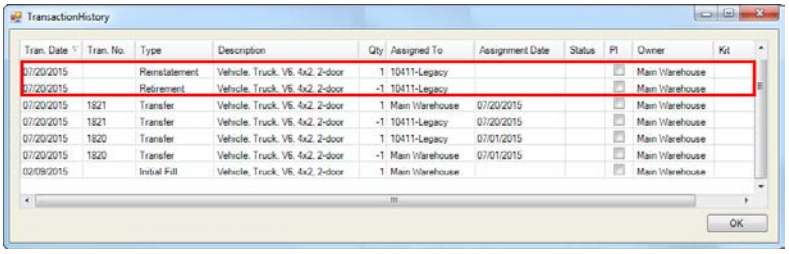
Return to the Activity

Training Activity #9: Retiring Tools

After tools are reinstated, use browser to see if the items were returned to inventory

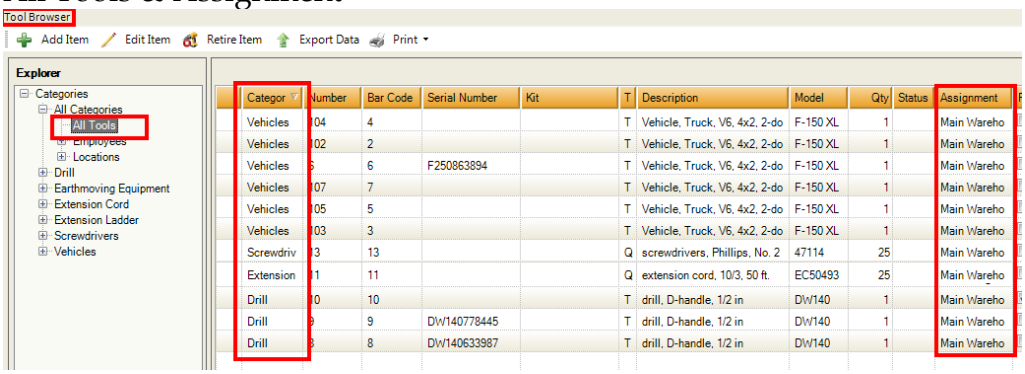

Retired Tools
Reinstate Item
View Item
Browse Retired Tools
Item No
Date Retired
to
Reason
Category
Retired Tools
Search
Clear
Supervisc
Last Assignme
Category | Retired | Item | Type | Bar Co | Description | Quantit | Serial Numb | Retired By | Assigned To
Drills | 09/14/2014 | 9 | T | 9 | drill, 1/2", D-handle | 1 | | Jones, Susan | Main Warehouse
Vehicles | 09/14/2014 | 2 | T | 2 | truck, diesel, 1/2 ton, 4-door | 1 | | Jones, Susan | Main Warehouse
Tools Dashboard
Tool Browser
Retired Tools
Tool Browser
Add Item
Edit Item
Export Data
Print
Explorer
Categories
All Categories
Drills
All Drills
Employees
Locations
Earthmoving Equipmen
Screwdrivers
Vehicles
Category | Numbe | Bar Co | Kit | T | Description
Drills | 8 | 8
Drills | 9 | 9
Drills | 10 | 10
Vehicles | 2 | 2 | T | truck, diesel, 1/2 ton, 4-door
Vehicles | 3 | 3 | T | truck, diesel, 1/2 ton, 4-door
Vehicles | 4 | 4 | T | truck, diesel, 1/2 ton, 4-door
Vehicles | 5 | 5 | T | truck, diesel, 1/2 ton, 4-door
Vehicles | 6 | 6 | T | truck, diesel, 1/2 ton, 4-door
Vehicles | 7 | 7 | T | truck, diesel, 1/2 ton, 4-door

Return to the Activity


TransactionHistory
Tran. Date | Tran. No. | Type | Description | Qty | Assigned To | Assignment Date | Status | PI | Owner | Kit
07/20/2015 | | Reinstatement | Vehicle, Truck, V6, 4x2, 2-door | 1 | 10411-Legacy | | | | Main Warehouse
07/20/2015 | | Retirement | Vehicle, Truck, V6, 4x2, 2-door | -1 | 10411-Legacy | | | | Main Warehouse
07/20/2015 | 1821 | Transfer | Vehicle, Truck, V6, 4x2, 2-door | 1 | Main Warehouse | 07/20/2015 | | | Main Warehouse
07/20/2015 | 1821 | Transfer | Vehicle, Truck, V6, 4x2, 2-door | -1 | 10411-Legacy | 07/20/2015 | | | Main Warehouse
07/20/2015 | 1820 | Transfer | Vehicle, Truck, V6, 4x2, 2-door | 1 | 10411-Legacy | 07/01/2015 | | | Main Warehouse
07/20/2015 | 1820 | Transfer | Vehicle, Truck, V6, 4x2, 2-door | -1 | Main Warehouse | 07/01/2015 | | | Main Warehouse
02/09/2015 | | Initial Fill | Vehicle, Truck, V6, 4x2, 2-door | 1 | Main Warehouse | | | | Main Warehouse
OK

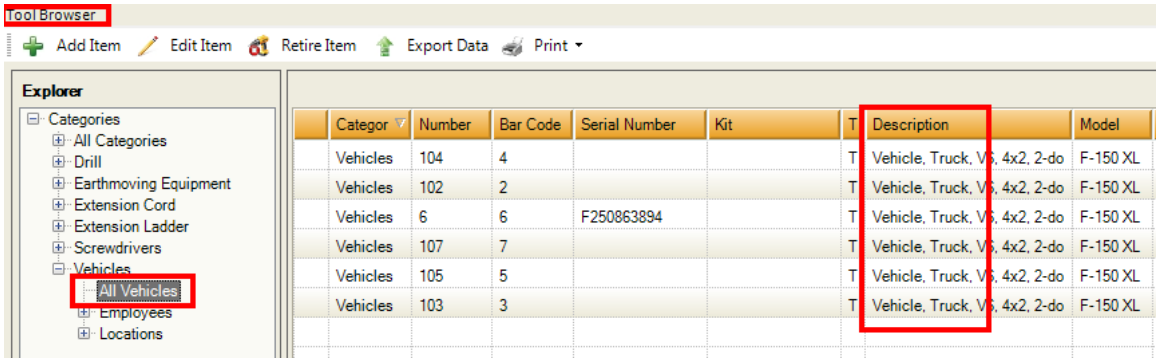
Training Activity #10: Using the Tool Browser

All Tools & Assignment

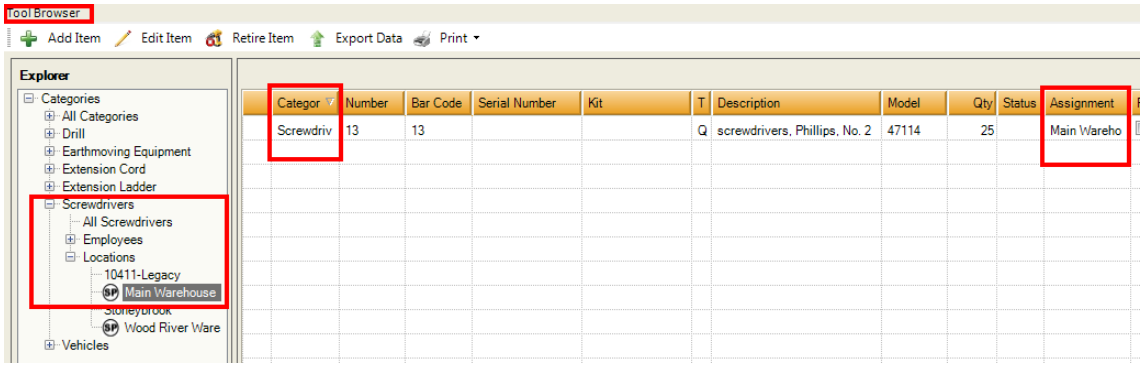

Tool Browser
Add Item
Edit Item
Retire Item
Export Data
Print
Explorer
Categories
All Categories
All Tools
Employees
Locations
Drill
Earthmoving Equipment
Extension Cord
Extension Ladder
Screwdrivers
Vehicles
Categor | Number | Bar Code | Serial Number | Kit | T | Description | Model | Qty | Status | Assignment
Vehicles | 004 | 4 | | | T | Vehicle, Truck, V6, 4x2, 2-do | F-150 XL | 1 | | Main Wareho
Vehicles | 002 | 2 | | | T | Vehicle, Truck, V6, 4x2, 2-do | F-150 XL | 1 | | Main Wareho
Vehicles | 6 | 6 | F250863894 | | T | Vehicle, Truck, V6, 4x2, 2-do | F-150 XL | 1 | | Main Wareho
Vehicles | 007 | 7 | | | T | Vehicle, Truck, V6, 4x2, 2-do | F-150 XL | 1 | | Main Wareho
Vehicles | 005 | 5 | | | T | Vehicle, Truck, V6, 4x2, 2-do | F-150 XL | 1 | | Main Wareho
Vehicles | 003 | 3 | | | T | Vehicle, Truck, V6, 4x2, 2-do | F-150 XL | 1 | | Main Wareho
Screwdriv | 13 | 13 | | | Q | screwdrivers, Phillips, No. 2 | 47114 | 25 | | Main Wareho
Extension | 11 | 11 | | | Q | extension cord, 10/3, 50 ft. | EC50493 | 25 | | Main Wareho
Drill | 10 | 10 | | | T | drill, D-handle, 1/2 in | DW140 | 1 | | Main Wareho
Drill | 9 | 9 | DW140778445 | | T | drill, D-handle, 1/2 in | DW140 | 1 | | Main Wareho
Drill | 8 | 8 | DW140633987 | | T | drill, D-handle, 1/2 in | DW140 | 1 | | Main Wareho

Training Activity #10: Using the Tool Browser (cont'd.)

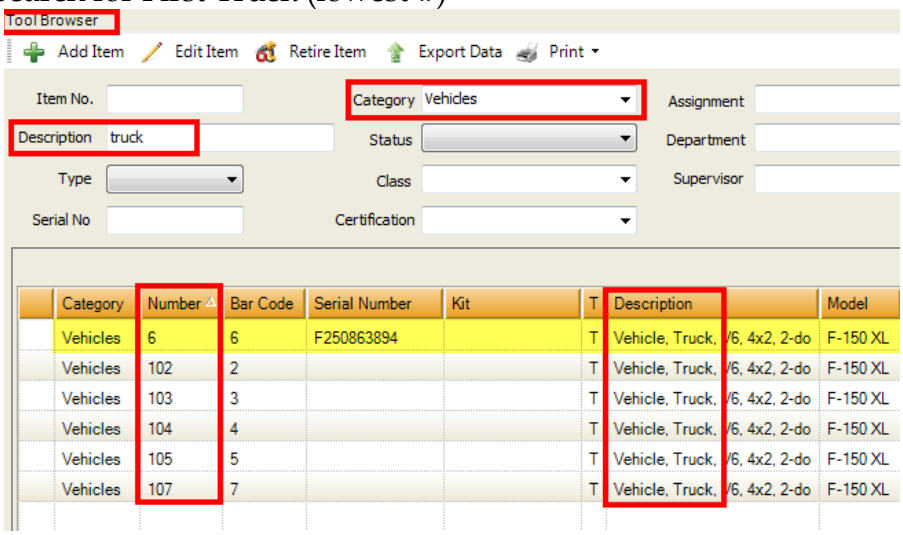
All Trucks



Screwdrivers at Main Warehouse

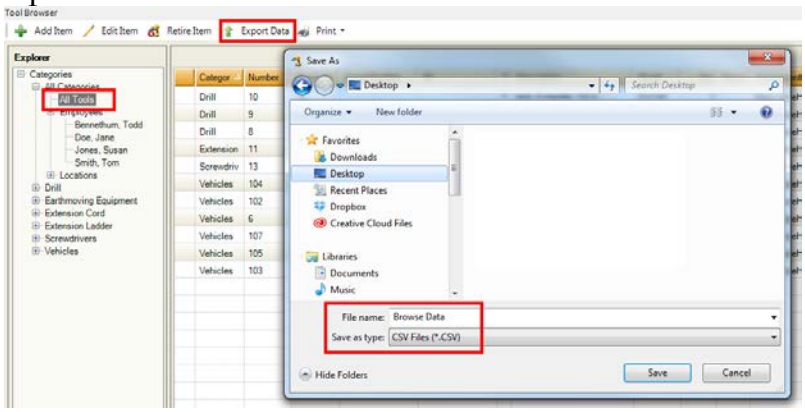


Search for First Truck (lowest #)



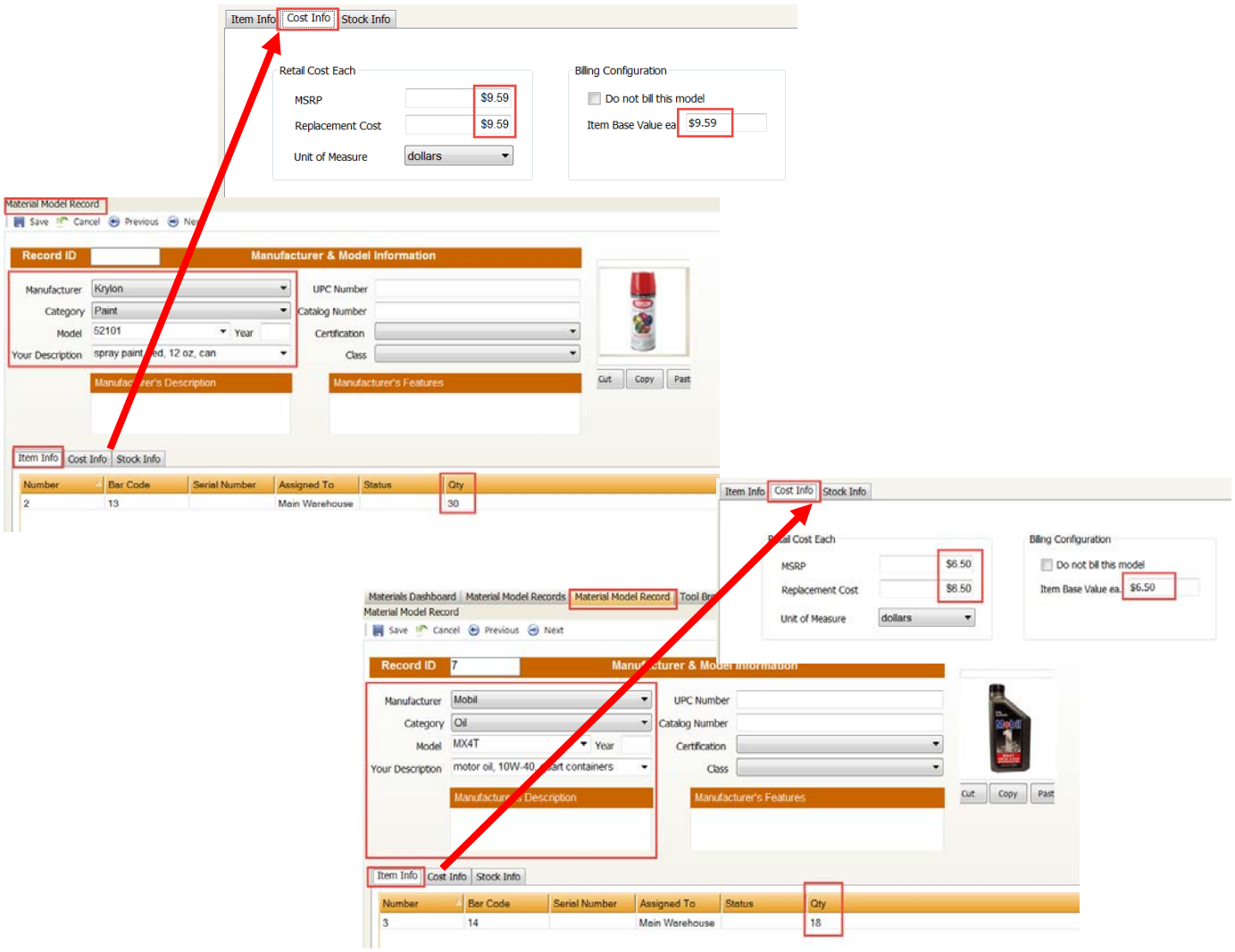
Training Activity #10: Using the Tool Browser (cont'd.)

Export All Tools Data

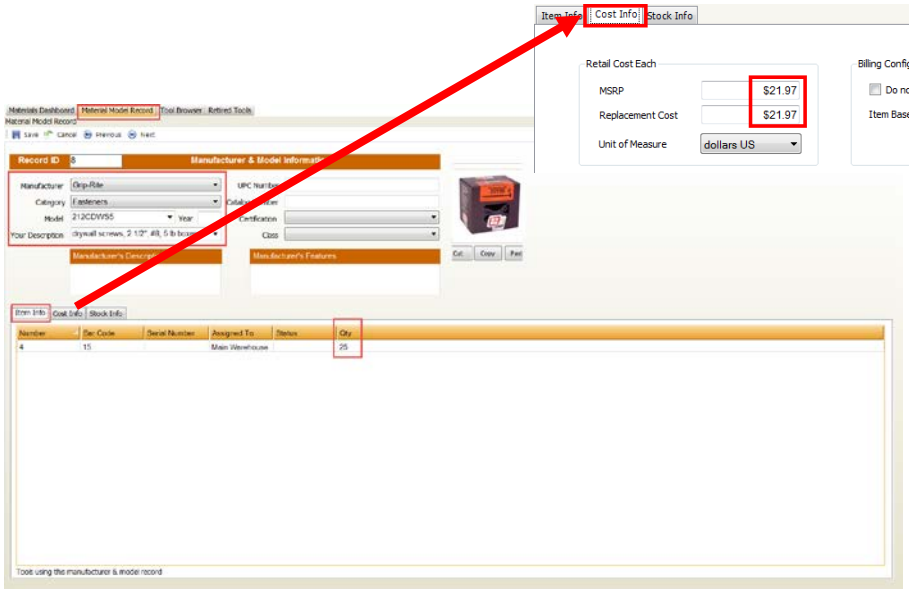


Return to the Activity

Training Activity #11: Create Materials



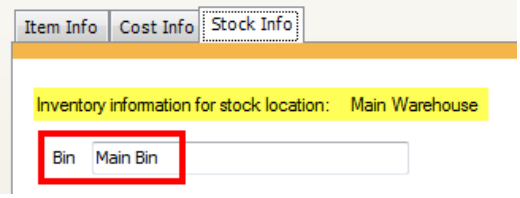
Training Activity #11: Create Materials (cont'd.)

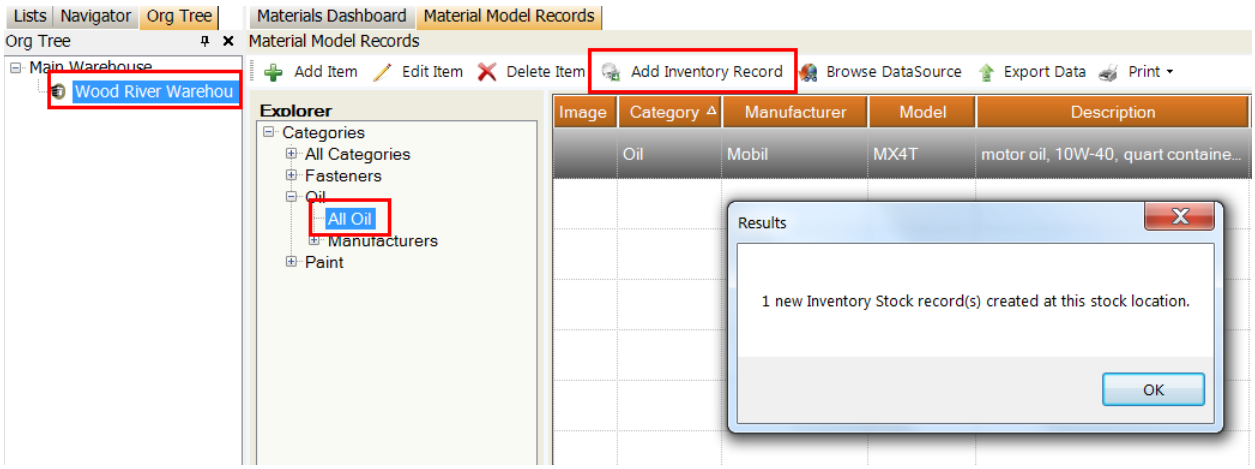


Return to Activity

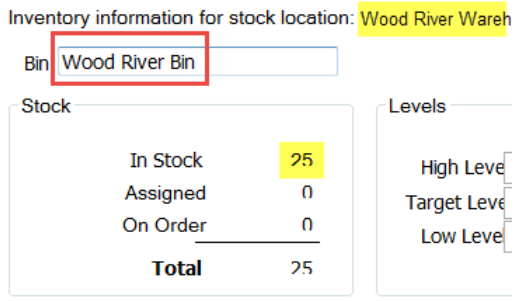
Training Activity #12: Create Inventory Levels & Set Levels for a Material Record

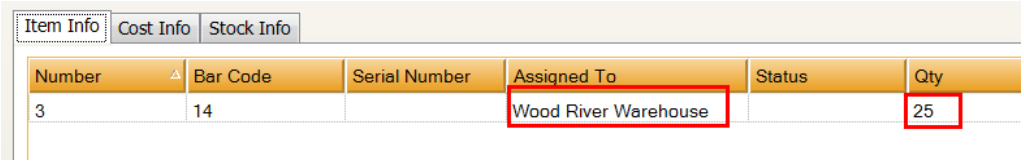
Part One

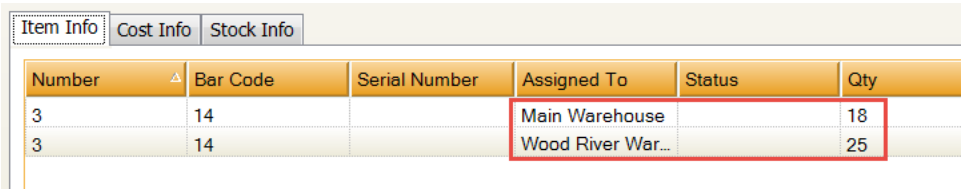




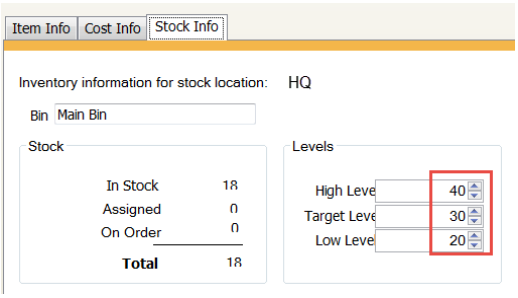
Training Activity #12: Levels for a Material Record (cont'd.)

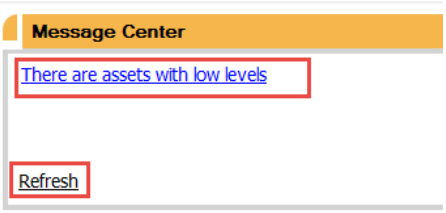


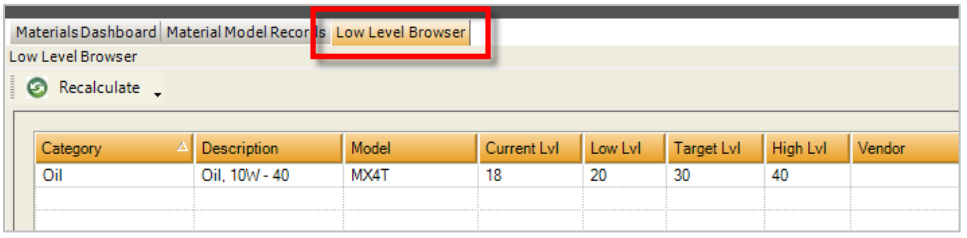


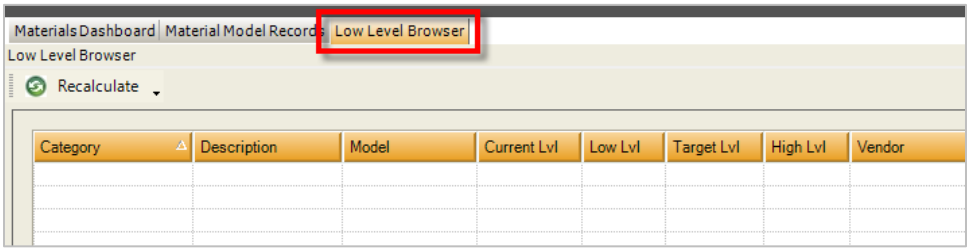


Part Two







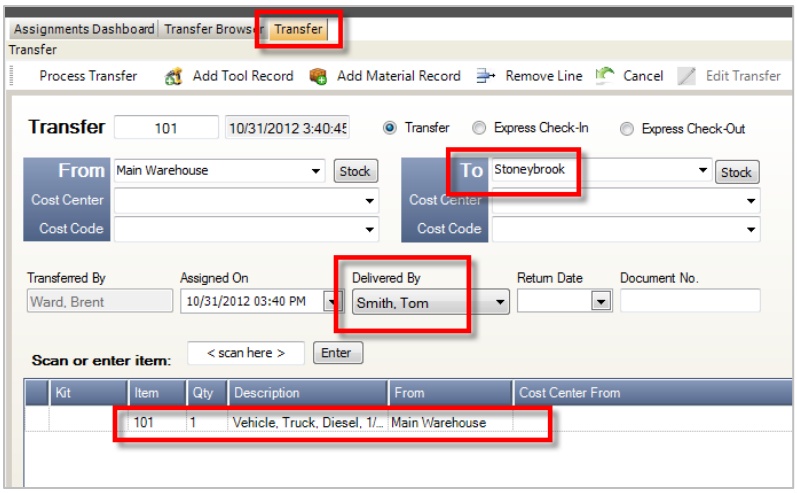


After you have adjusted your inventory to 25 units, you are no longer below the designated Low Level that you set; therefore, your oil should no longer appear in the **Low Level Browser:** Nor should the message appear any longer in the *Message Center*.

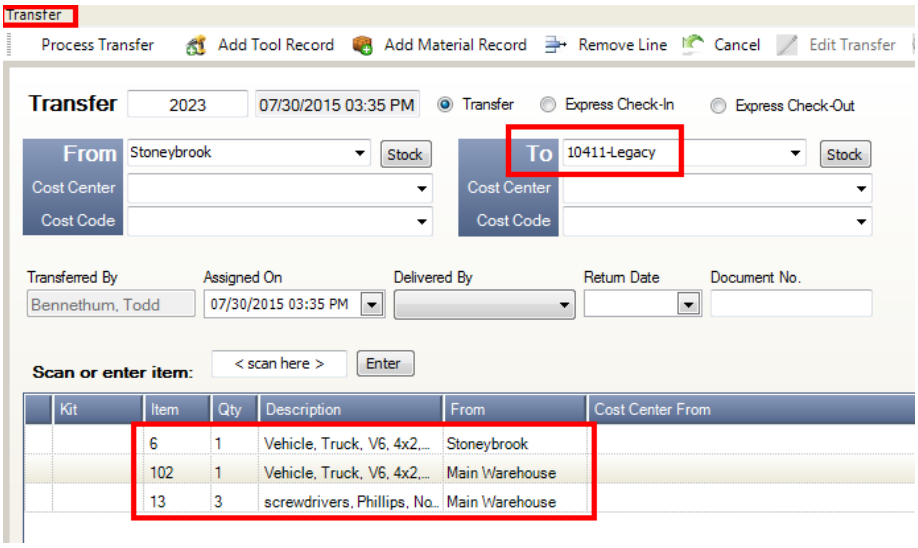
Return to the Activity

Training Activity #13: Transfer Tools & Materials

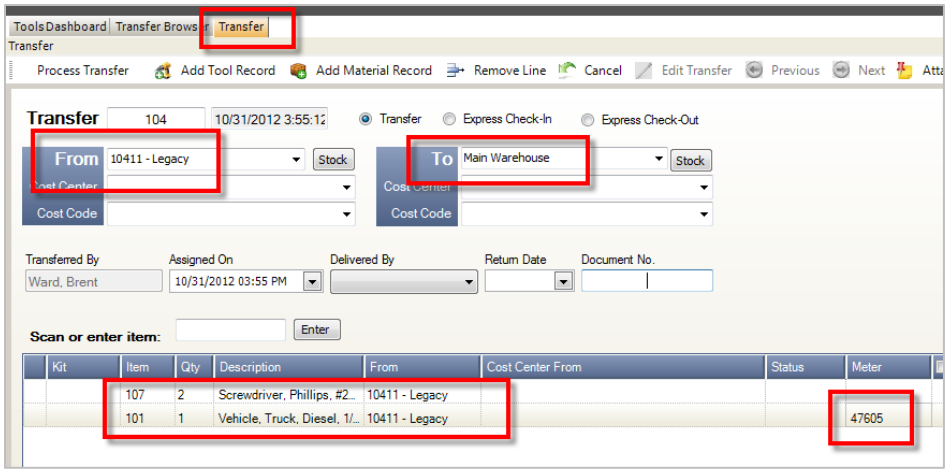
1.



2.

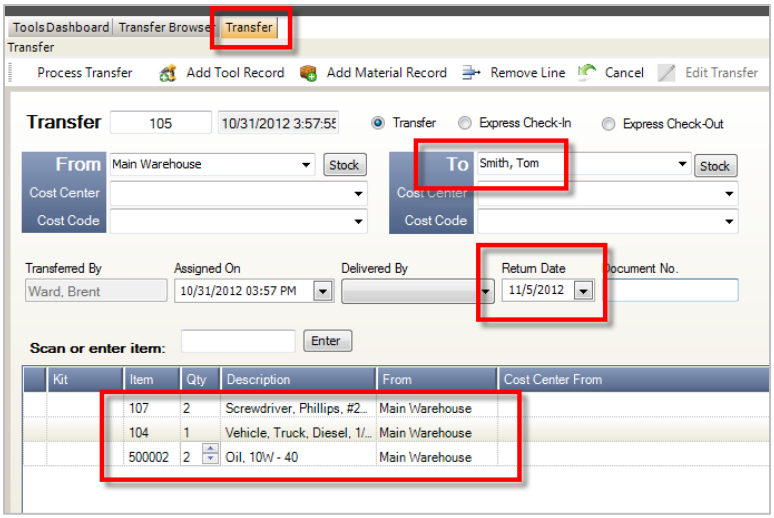


3.



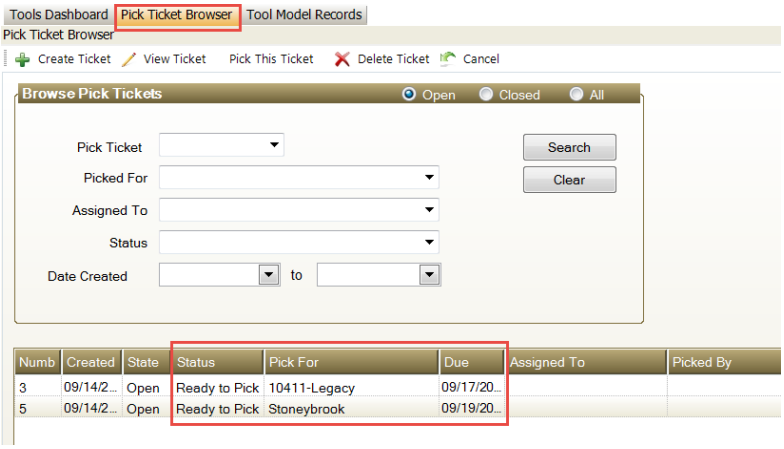
Training Activity #13: Transfer Tools & Materials (cont'd.)

4.

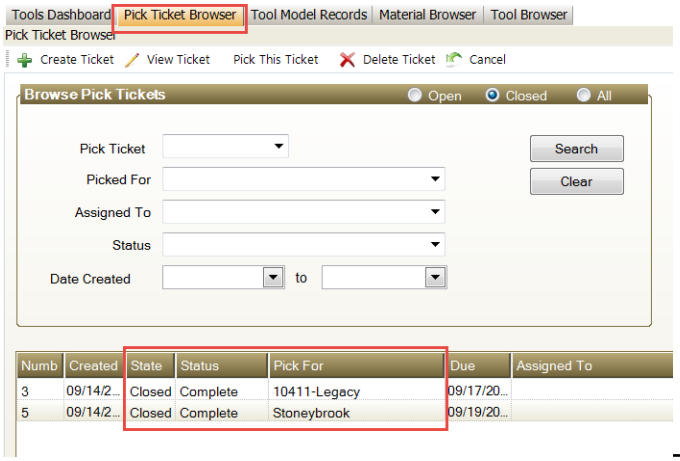


Return to the Activity

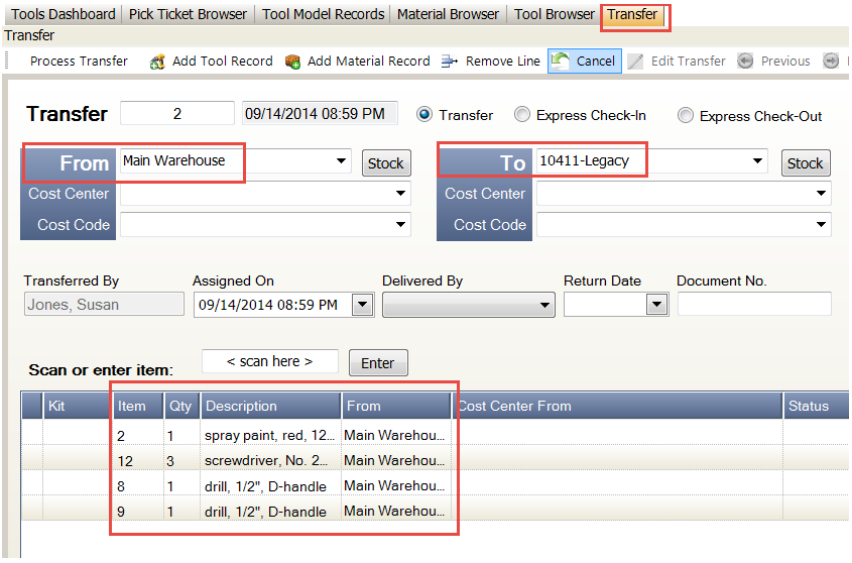
Training Activity #14: Create and Pick a Pick Ticket

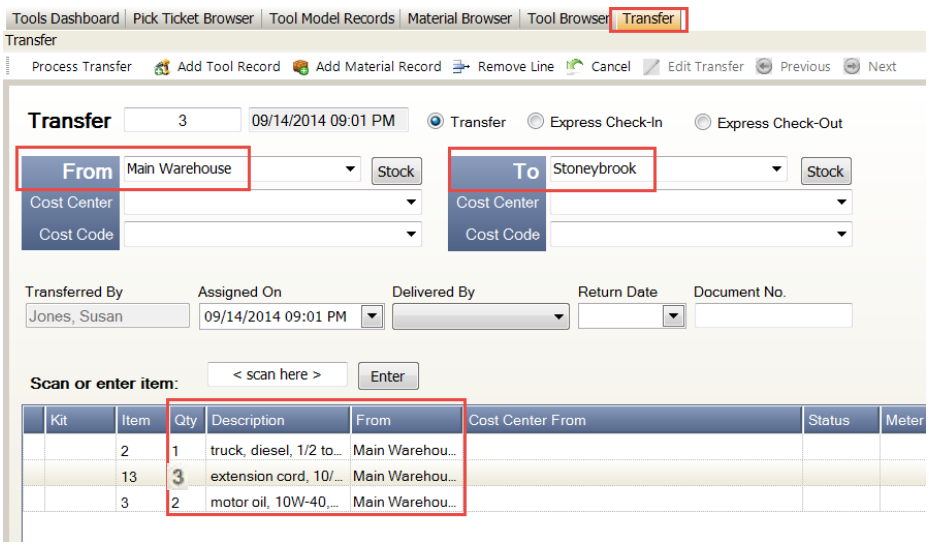


In these browser views, the Pick Tickets go from **Ready to Pick** to **Closed** status; the transfers below show the results of these Pick Tickets being picked then transferred.



Training Activity 14: Create and Pick a Pick Ticket (cont'd.)

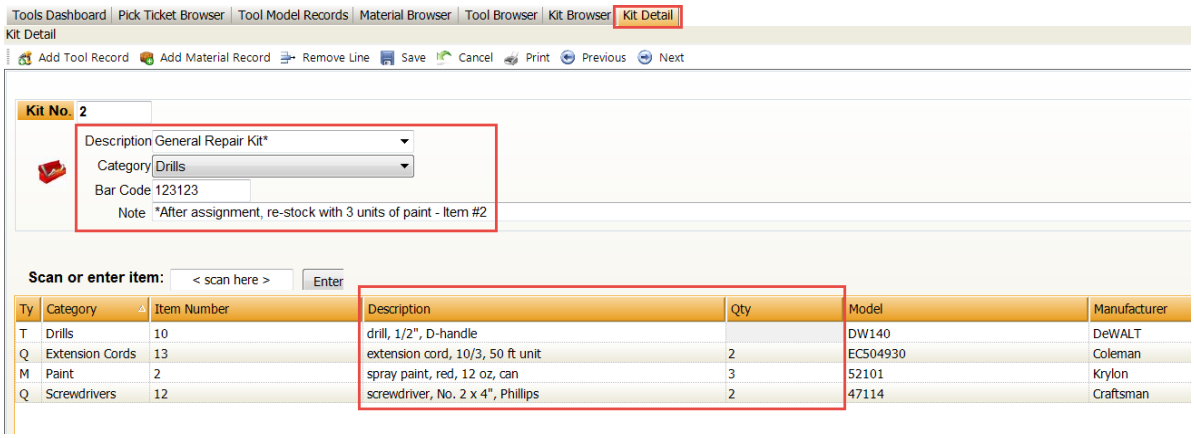

Tools Dashboard | Pick Ticket Browser | Tool Model Records | Material Browser | Tool Browser | Transfer
Transfer
Process Transfer | Add Tool Record | Add Material Record | Remove Line | Cancel | Edit Transfer | Previous
Transfer 2 09/14/2014 08:59 PM Transfer Express Check-In Express Check-Out
From Main Warehouse Stock
To 10411-Legacy Stock
Cost Center
Cost Code
Transferred By Jones, Susan
Assigned On 09/14/2014 08:59 PM
Delivered By
Return Date
Document No.
Scan or enter item: < scan here > Enter
Kit Item Qty Description From Cost Center From Status
2 1 spray paint, red, 12... Main Warehou...
12 3 screwdriver, No. 2... Main Warehou...
8 1 drill, 1/2", D-handle Main Warehou...
9 1 drill, 1/2", D-handle Main Warehou...


Tools Dashboard | Pick Ticket Browser | Tool Model Records | Material Browser | Tool Browser | Transfer
Transfer
Process Transfer | Add Tool Record | Add Material Record | Remove Line | Cancel | Edit Transfer | Previous | Next
Transfer 3 09/14/2014 09:01 PM Transfer Express Check-In Express Check-Out
From Main Warehouse Stock
To Stoneybrook Stock
Cost Center
Cost Code
Transferred By Jones, Susan
Assigned On 09/14/2014 09:01 PM
Delivered By
Return Date
Document No.
Scan or enter item: < scan here > Enter
Kit Item Qty Description From Cost Center From Status Meter
2 1 truck, diesel, 1/2 to... Main Warehou...
13 3 extension cord, 10/... Main Warehou...
3 2 motor oil, 10W-40,... Main Warehou...

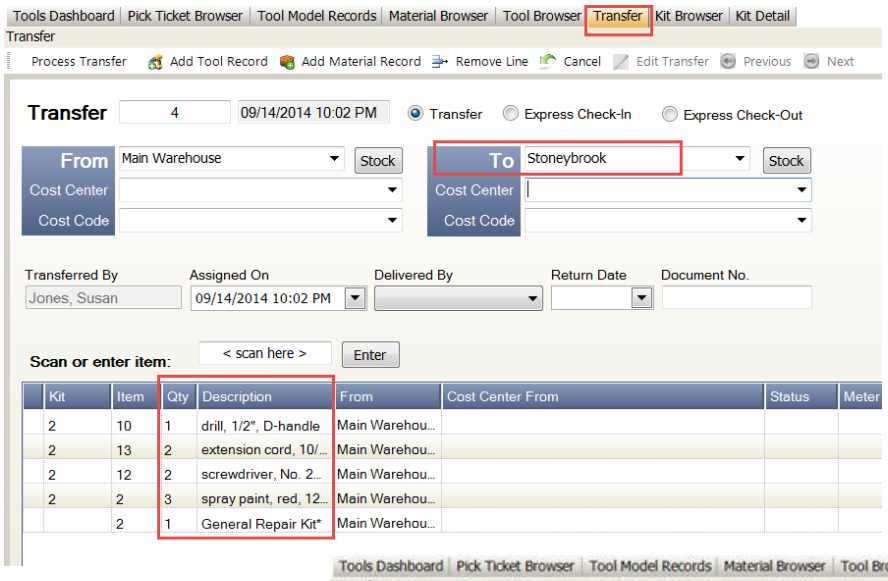
Return to the Activity

Training Activity #15: Create a Kit

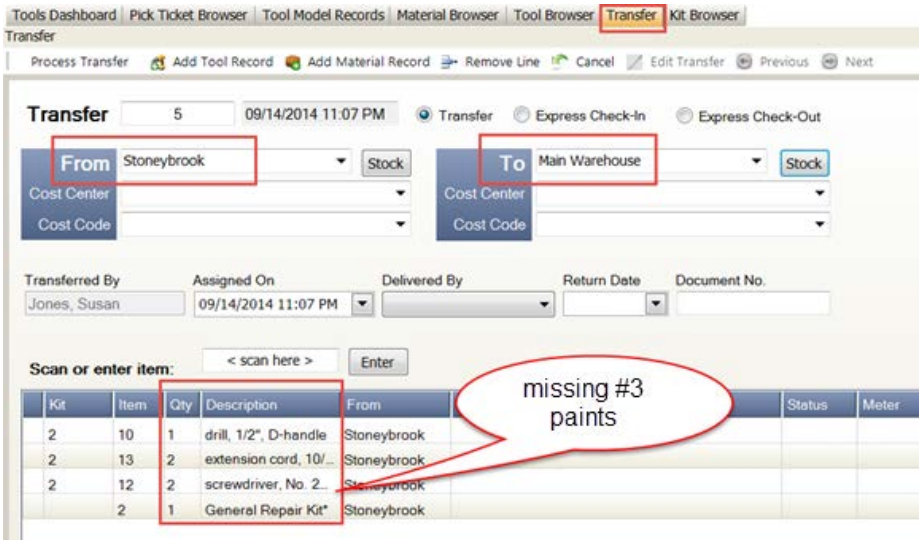
Kit Contents


Tools Dashboard | Pick Ticket Browser | Tool Model Records | Material Browser | Tool Browser | Kit Browser | Kit Detail
Kit Detail
Add Tool Record | Add Material Record | Remove Line | Save | Cancel | Print | Previous | Next
Kit No. 2
Description General Repair Kit*
Category Drills
Bar Code 123123
Note *After assignment, re-stock with 3 units of paint - Item #2
Scan or enter item: < scan here > Enter
Ty Category Item Number Description Qty Model Manufacturer
T Drills 10 drill, 1/2", D-handle DW140 DeWALT
Q Extension Cords 13 extension cord, 10/3, 50 ft unit 2 EC504930 Coleman
M Paint 2 spray paint, red, 12 oz, can 3 52101 Krylon
Q Screwdrivers 12 screwdriver, No. 2 x 4", Phillips 2 47114 Craftsman

Training Activity #15: Create a Kit (cont'd.)


Tools Dashboard | Pick Ticket Browser | Tool Model Records | Material Browser | Tool Browser | Transfer | Kit Browser | Kit Detail
Transfer
Process Transfer | Add Tool Record | Add Material Record | Remove Line | Cancel | Edit Transfer | Previous | Next
Transfer 4 09/14/2014 10:02 PM Transfer Express Check-In Express Check-Out
From Main Warehouse Stock
Cost Center
Cost Code
To Stoneybrook Stock
Cost Center
Cost Code
Transferred By Jones, Susan
Assigned On 09/14/2014 10:02 PM
Delivered By
Return Date
Document No.
Scan or enter item: < scan here > Enter
Kit | Item | Qty | Description | From | Cost Center From | Status | Meter
2 | 10 | 1 | drill, 1/2", D-handle | Main Warehou...
2 | 13 | 2 | extension cord, 10/... | Main Warehou...
2 | 12 | 2 | screwdriver, No. 2... | Main Warehou...
2 | 2 | 3 | spray paint, red, 12... | Main Warehou...
2 | 1 | General Repair Kit* | Main Warehou...

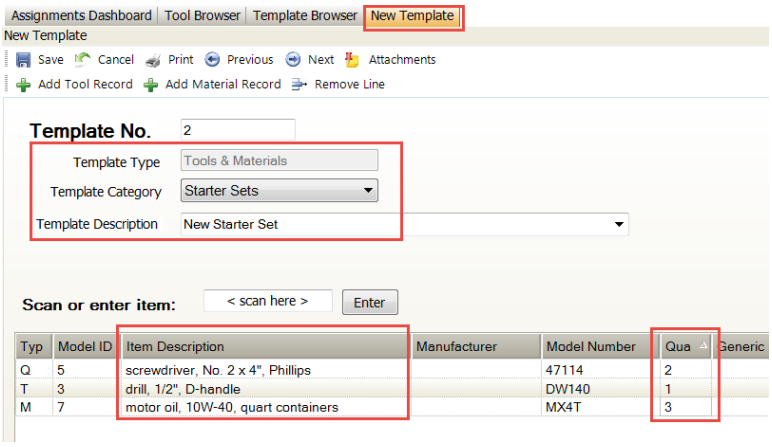
Transfer to Stoneybrook


Tools Dashboard | Pick Ticket Browser | Tool Model Records | Material Browser | Tool Browser | Transfer | Kit Browser
Transfer
Process Transfer | Add Tool Record | Add Material Record | Remove Line | Cancel | Edit Transfer | Previous | Next
Transfer 5 09/14/2014 11:07 PM Transfer Express Check-In Express Check-Out
From Stoneybrook Stock
Cost Center
Cost Code
To Main Warehouse Stock
Cost Center
Cost Code
Transferred By Jones, Susan
Assigned On 09/14/2014 11:07 PM
Delivered By
Return Date
Document No.
Scan or enter item: < scan here > Enter
missing #3 paints
Kit | Item | Qty | Description | From | Status | Meter
2 | 10 | 1 | drill, 1/2", D-handle | Stoneybrook
2 | 13 | 2 | extension cord, 10/... | Stoneybrook
2 | 12 | 2 | screwdriver, No. 2... | Stoneybrook
2 | 1 | General Repair Kit* | Stoneybrook

Transfer to Main Warehouse

Return to the Activity

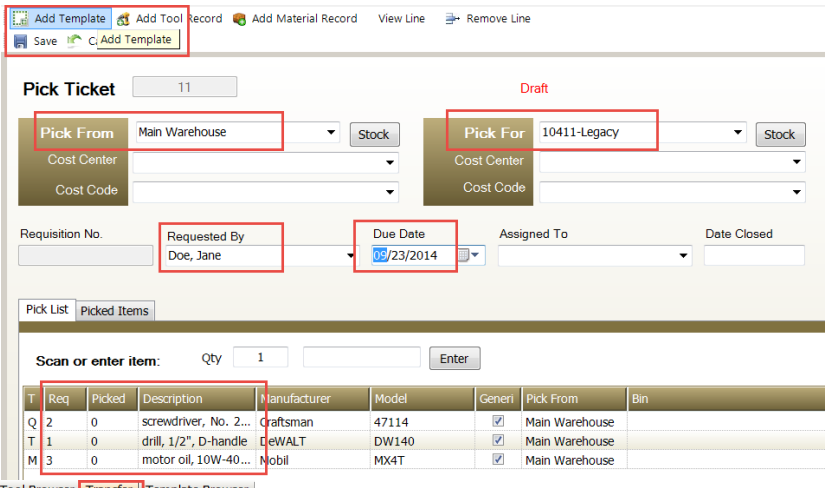
Training Activity #16: Create a Template

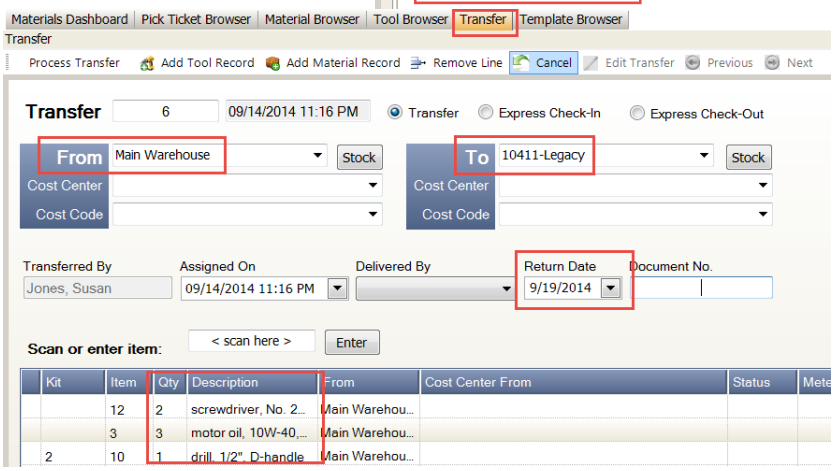

Assignments Dashboard | Tool Browser | Template Browser | New Template
New Template
Save | Cancel | Print | Previous | Next | Attachments
Add Tool Record | Add Material Record | Remove Line
Template No. 2
Template Type Tools & Materials
Template Category Starter Sets
Template Description New Starter Set
Scan or enter item: < scan here > Enter
Typ | Model ID | Item Description | Manufacturer | Model Number | Qua | Generic
Q | 5 | screwdriver, No. 2 x 4", Phillips | 47114 | 2
T | 3 | drill, 1/2", D-handle | DW140 | 1
M | 7 | motor oil, 10W-40, quart containers | MX4T | 3

Creation of Template

Training Activity #16: Create a Template (cont'd.)

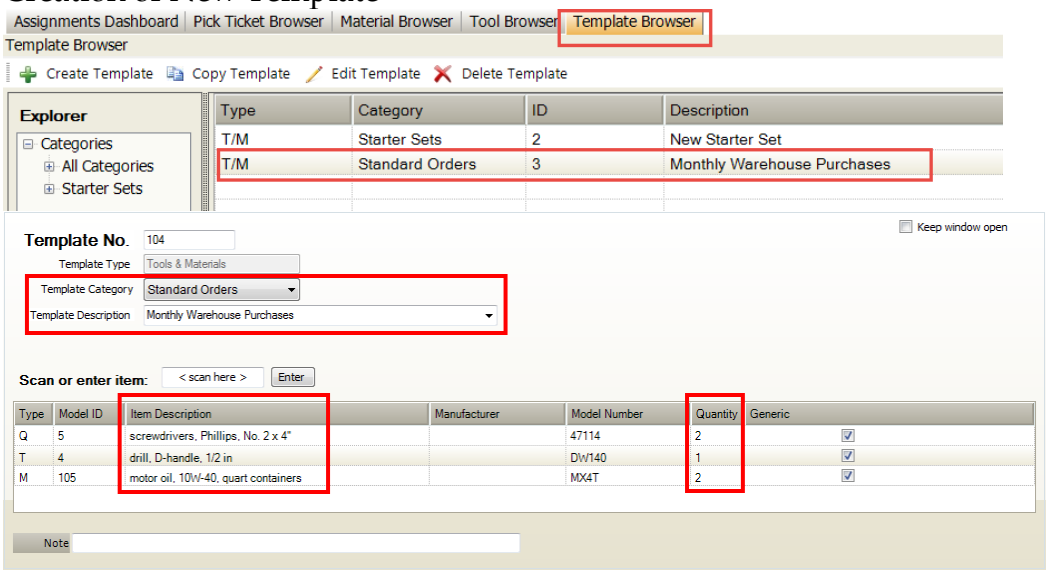
Creation of Pick Ticket





Creation of Transfer Ticket

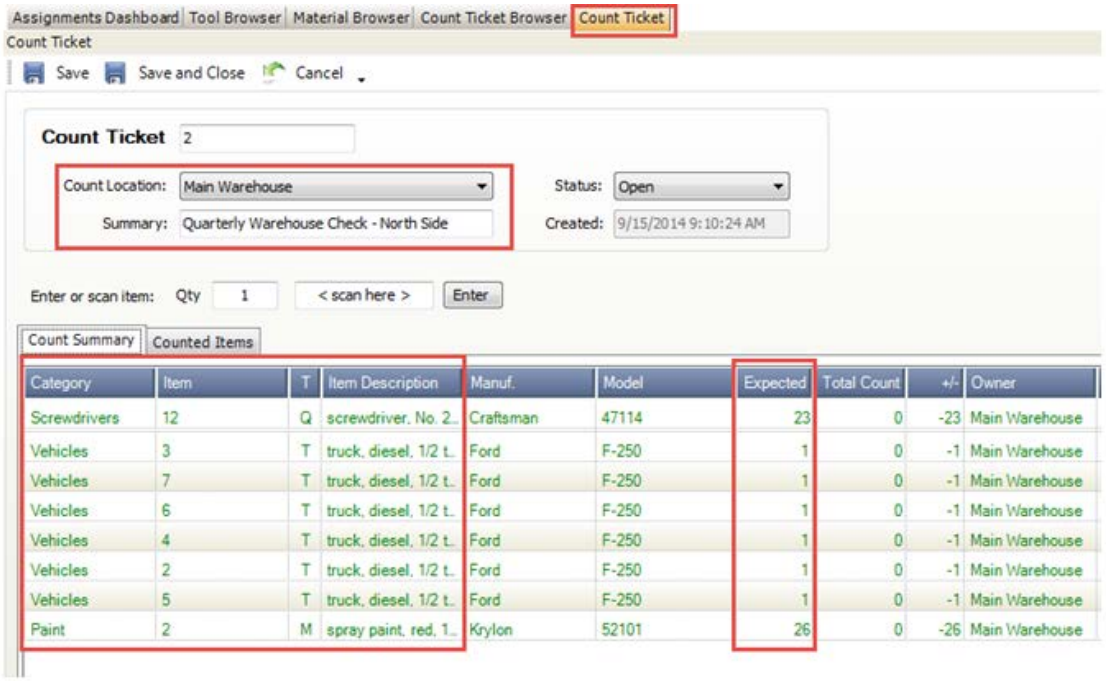
Creation of New Template



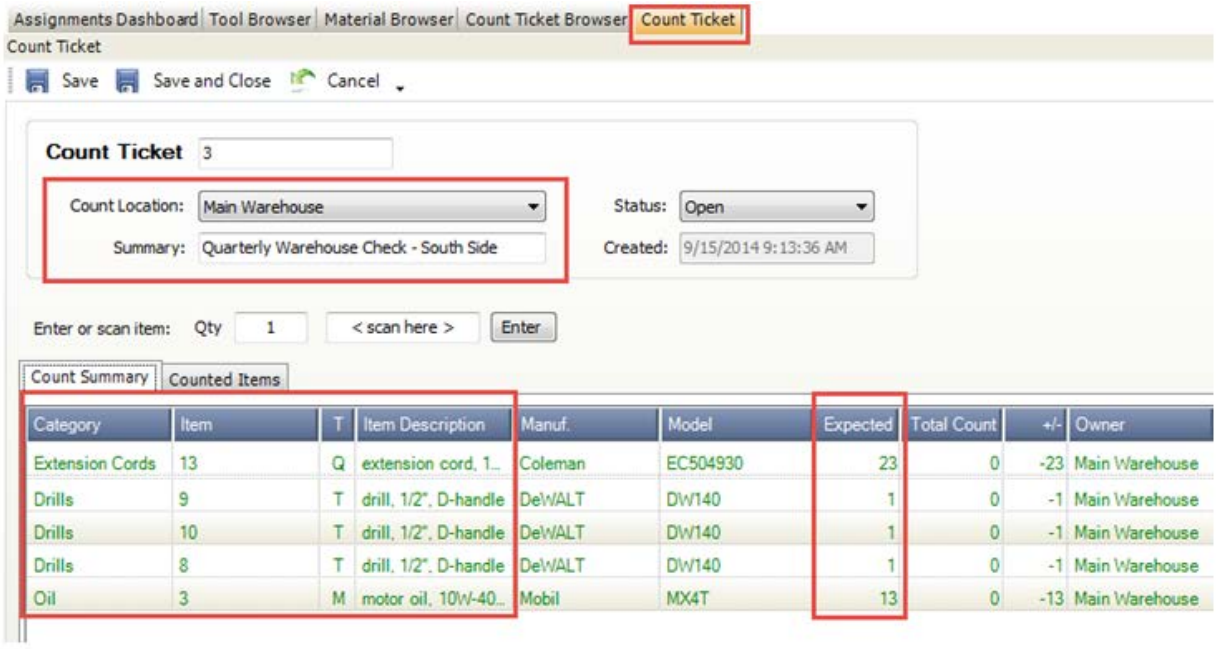
Return to the Activity

Training Activity #17: Create & Print Count Tickets

Count Ticket #1

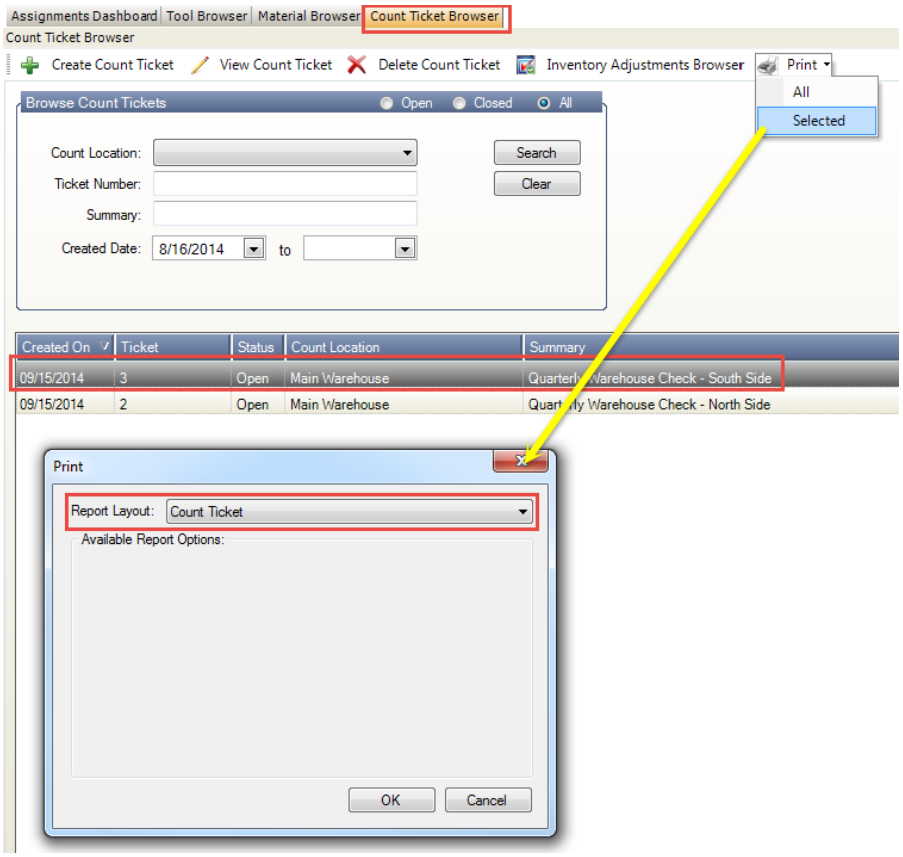

Assignments Dashboard
Tool Browser
Material Browser
Count Ticket Browser
Count Ticket
Count Ticket
Save
Save and Close
Cancel
Count Ticket 2
Count Location: Main Warehouse
Summary: Quarterly Warehouse Check - North Side
Status: Open
Created: 9/15/2014 9:10:24 AM
Enter or scan item: Qty 1 < scan here > Enter
Count Summary
Counted Items
Category | Item | T | Item Description | Manuf. | Model | Expected | Total Count | +/- | Owner
Screwdrivers | 12 | Q | screwdriver, No. 2... | Craftsman | 47114 | 23 | 0 | -23 | Main Warehouse
Vehicles | 3 | T | truck, diesel, 1/2 t... | Ford | F-250 | 1 | 0 | -1 | Main Warehouse
Vehicles | 7 | T | truck, diesel, 1/2 t... | Ford | F-250 | 1 | 0 | -1 | Main Warehouse
Vehicles | 6 | T | truck, diesel, 1/2 t... | Ford | F-250 | 1 | 0 | -1 | Main Warehouse
Vehicles | 4 | T | truck, diesel, 1/2 t... | Ford | F-250 | 1 | 0 | -1 | Main Warehouse
Vehicles | 2 | T | truck, diesel, 1/2 t... | Ford | F-250 | 1 | 0 | -1 | Main Warehouse
Vehicles | 5 | T | truck, diesel, 1/2 t... | Ford | F-250 | 1 | 0 | -1 | Main Warehouse
Paint | 2 | M | spray paint, red, 1... | Krylon | 52101 | 26 | 0 | -26 | Main Warehouse

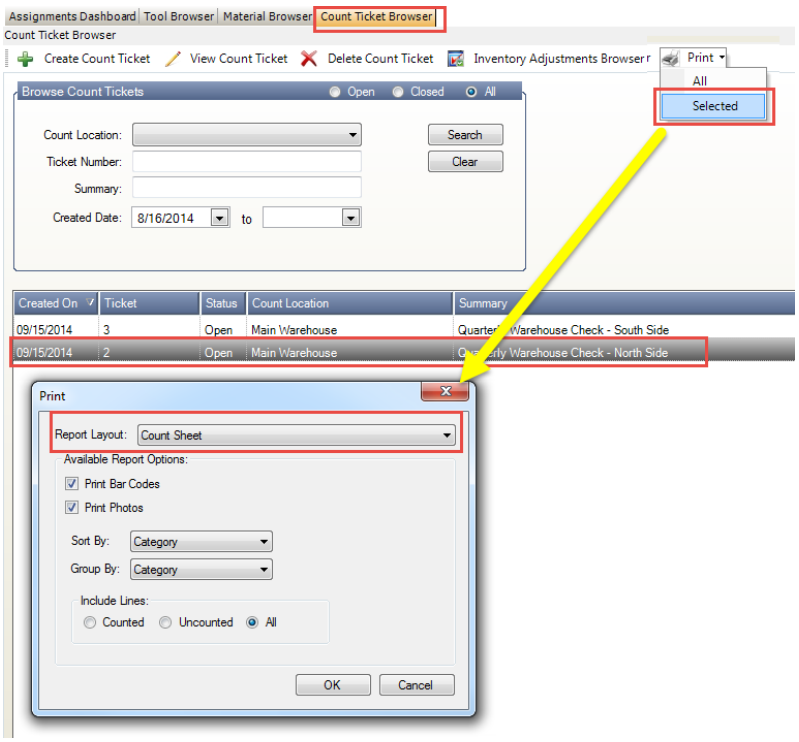
Count Ticket #2


Assignments Dashboard
Tool Browser
Material Browser
Count Ticket Browser
Count Ticket
Count Ticket
Save
Save and Close
Cancel
Count Ticket 3
Count Location: Main Warehouse
Summary: Quarterly Warehouse Check - South Side
Status: Open
Created: 9/15/2014 9:13:36 AM
Enter or scan item: Qty 1 < scan here > Enter
Count Summary
Counted Items
Category | Item | T | Item Description | Manuf. | Model | Expected | Total Count | +/- | Owner
Extension Cords | 13 | Q | extension cord, 1... | Coleman | EC504930 | 23 | 0 | -23 | Main Warehouse
Drills | 9 | T | drill, 1/2", D-handle | DeWALT | DW140 | 1 | 0 | -1 | Main Warehouse
Drills | 10 | T | drill, 1/2", D-handle | DeWALT | DW140 | 1 | 0 | -1 | Main Warehouse
Drills | 8 | T | drill, 1/2", D-handle | DeWALT | DW140 | 1 | 0 | -1 | Main Warehouse
Oil | 3 | M | motor oil, 10W-40... | Mobil | MX4T | 13 | 0 | -13 | Main Warehouse

Training Activity #17: Create & Print Count Tickets (cont'd.)

South Side – Count Ticket



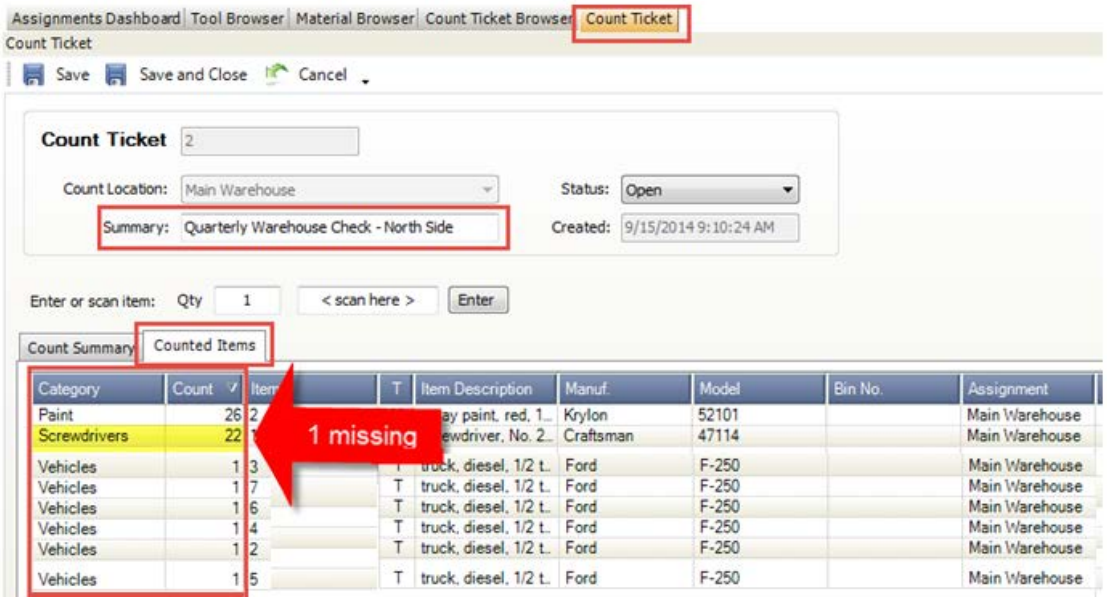


North Side – Count Sheet

Return to the Activity

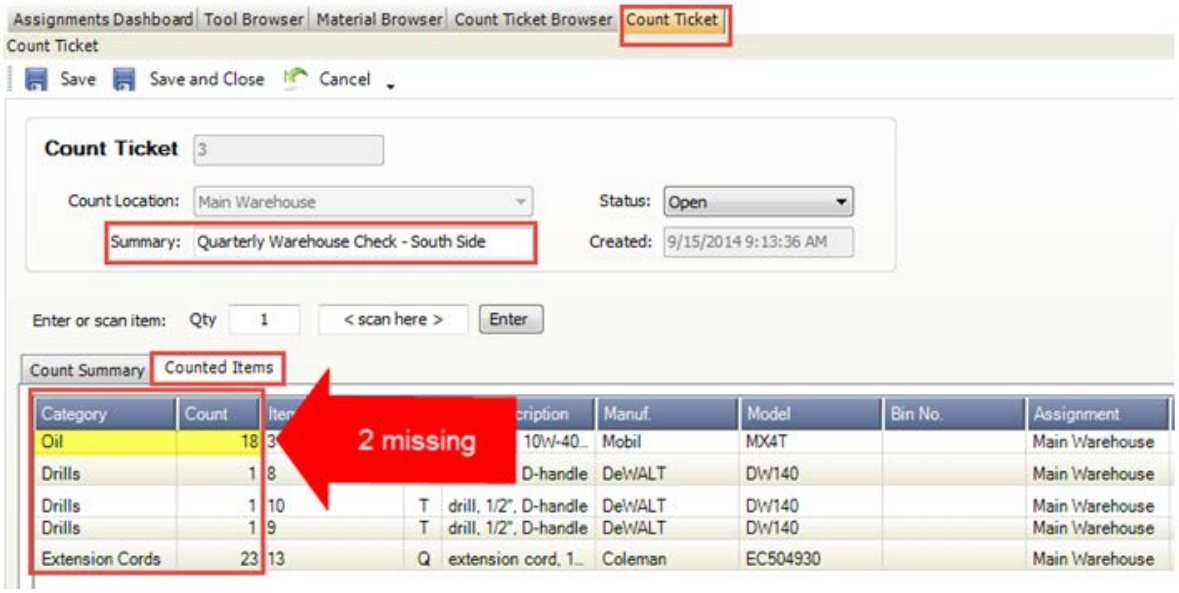
Training Activity #18: Taking Inventory Using Count Tickets

North Side - Counted Items Tab



Category	Count	Item	T	Item Description	Manuf.	Model	Bin No.	Assignment
Paint	26	2		ay paint, red, 1...	Krylon	52101		Main Warehouse
Screwdrivers	22	1		ewdriver, No. 2...	Craftsman	47114		Main Warehouse
Vehicles	1	3	T	truck, diesel, 1/2 t..	Ford	F-250		Main Warehouse
Vehicles	1	7	T	truck, diesel, 1/2 t..	Ford	F-250		Main Warehouse
Vehicles	1	6	T	truck, diesel, 1/2 t..	Ford	F-250		Main Warehouse
Vehicles	1	4	T	truck, diesel, 1/2 t..	Ford	F-250		Main Warehouse
Vehicles	1	2	T	truck, diesel, 1/2 t..	Ford	F-250		Main Warehouse
Vehicles	1	5	T	truck, diesel, 1/2 t..	Ford	F-250		Main Warehouse

South Side – Counted Items Tab



Category	Count	Item	T	Item Description	Manuf.	Model	Bin No.	Assignment
Oil	18	3		10W-40...	Mobil	MX4T		Main Warehouse
Drills	1	8		D-handle	DeWALT	DW140		Main Warehouse
Drills	1	10	T	drill, 1/2", D-handle	DeWALT	DW140		Main Warehouse
Drills	1	9	T	drill, 1/2", D-handle	DeWALT	DW140		Main Warehouse
Extension Cords	23	13	Q	extension cord, 1...	Coleman	EC504930		Main Warehouse

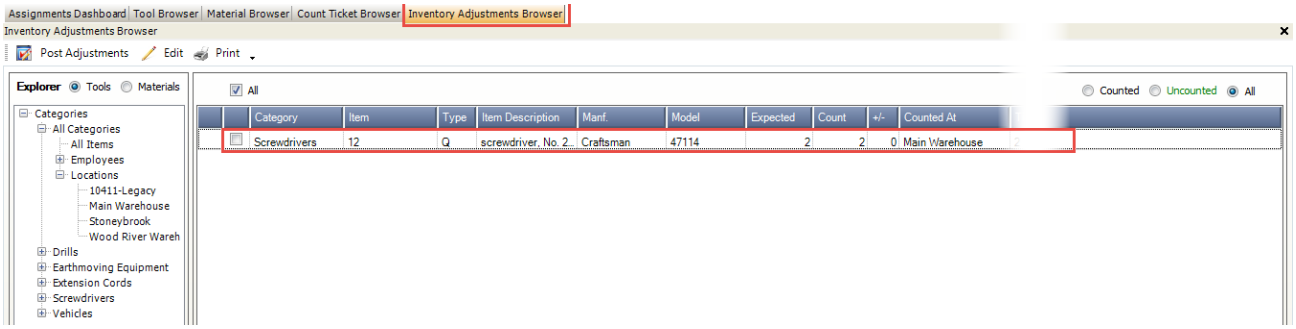
Return to the Activity

Training Activity #19: Post Inventory Adjustments

All-**Tools** Post Inventory Adjustment

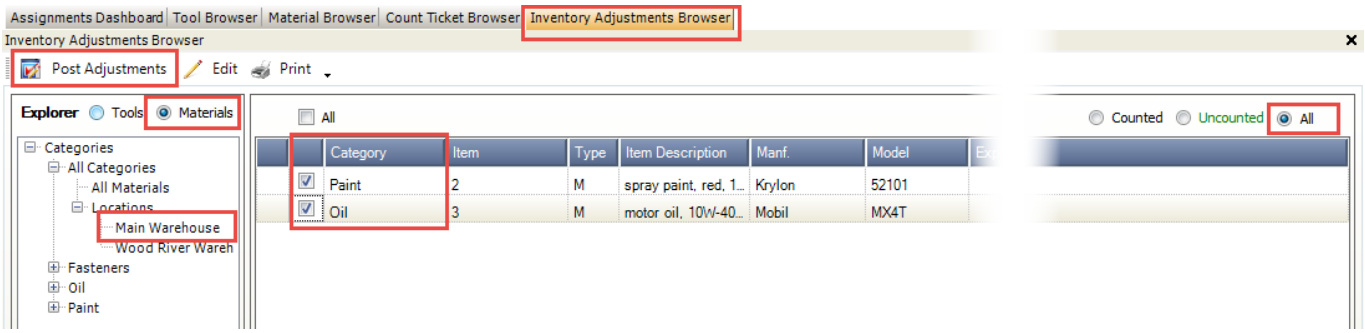
Pre-Post view

After Post view



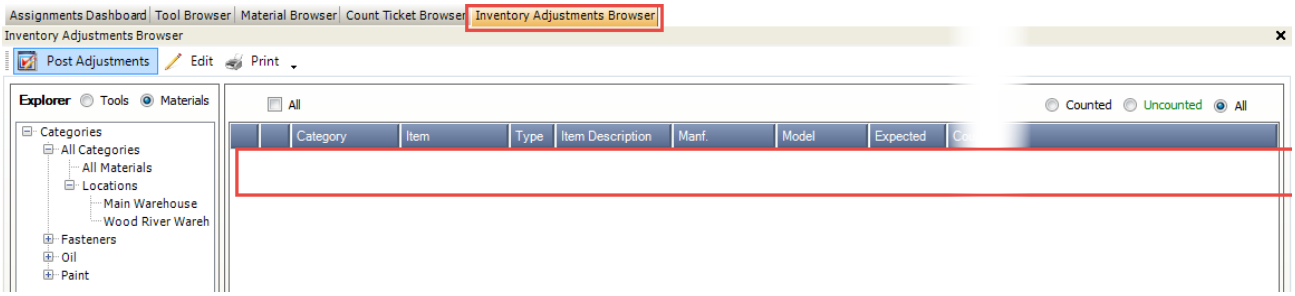
All-**Materials** Post Inventory Adjustment

Pre-Post view



Training Activity #19: Post Inventory Adjustments (cont'd.)

After Post view

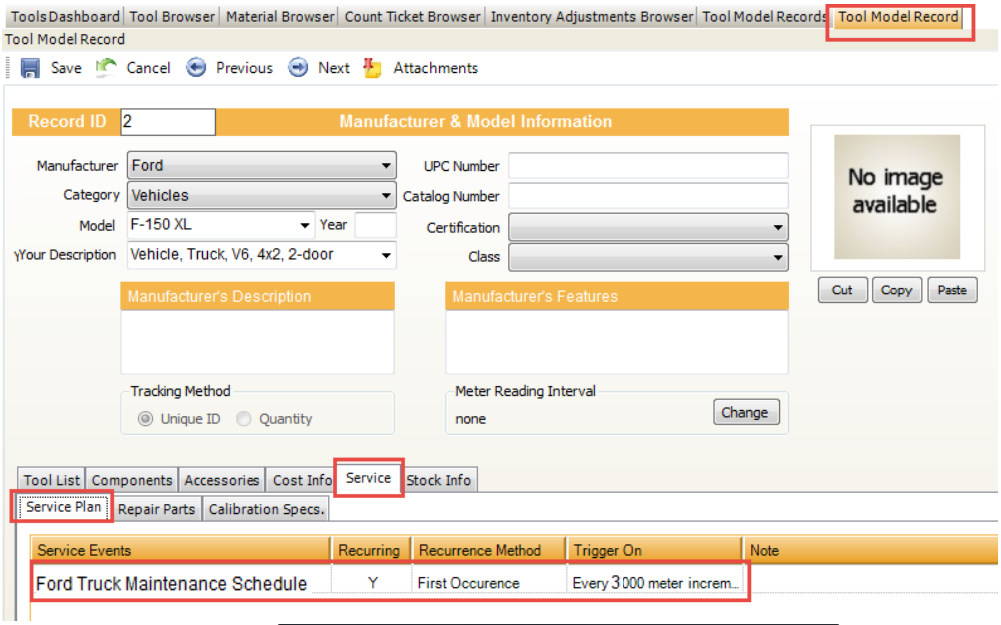


Return to the Activity

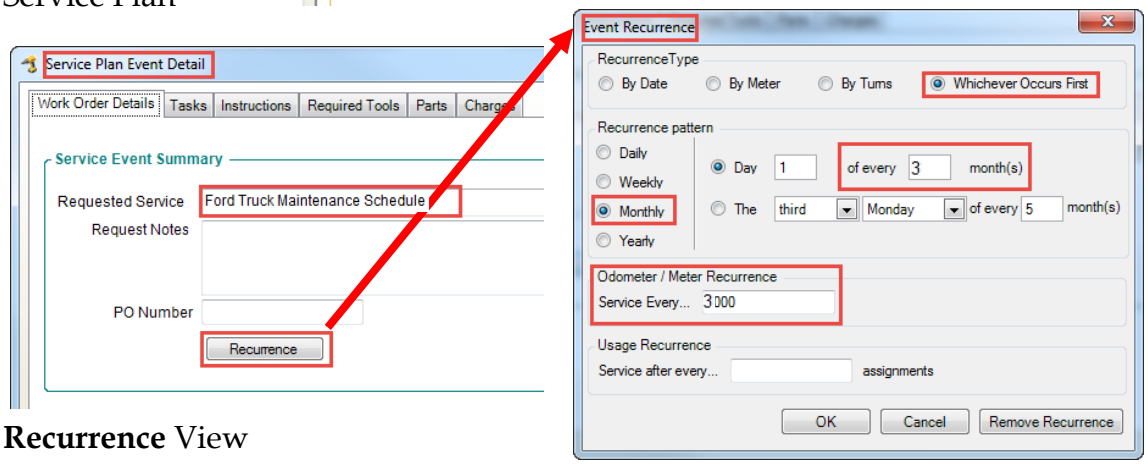
Training Activity #20: Create a Recurring Service Plan

Service Plan

Model Record view



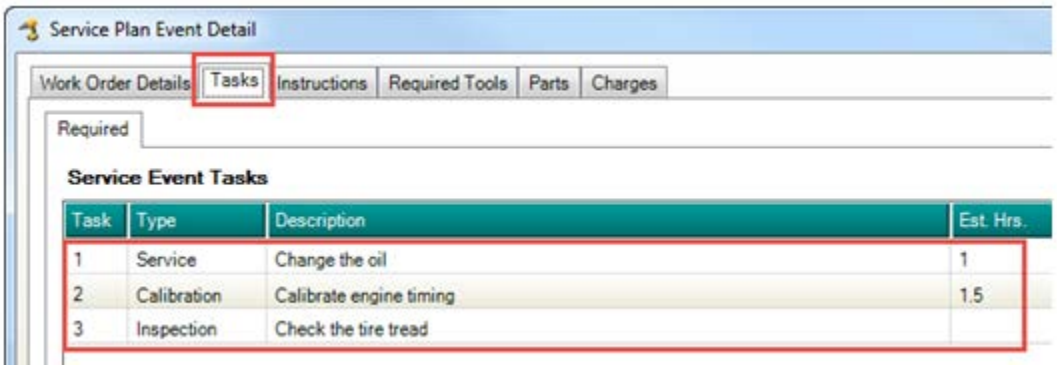
Service Plan

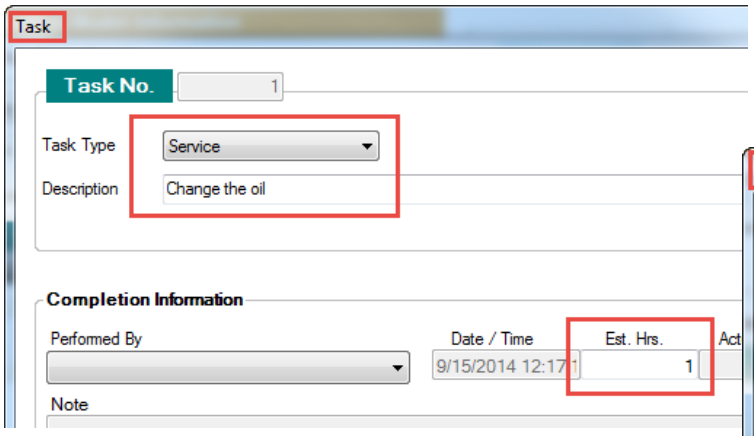


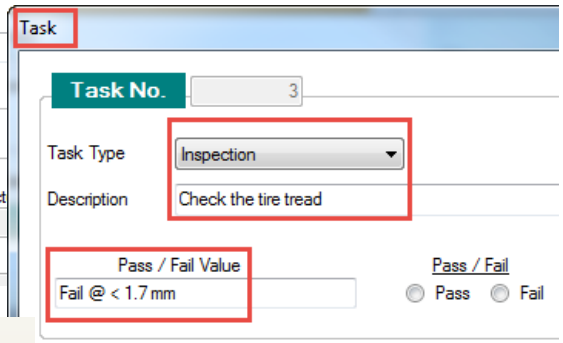
Recurrence View

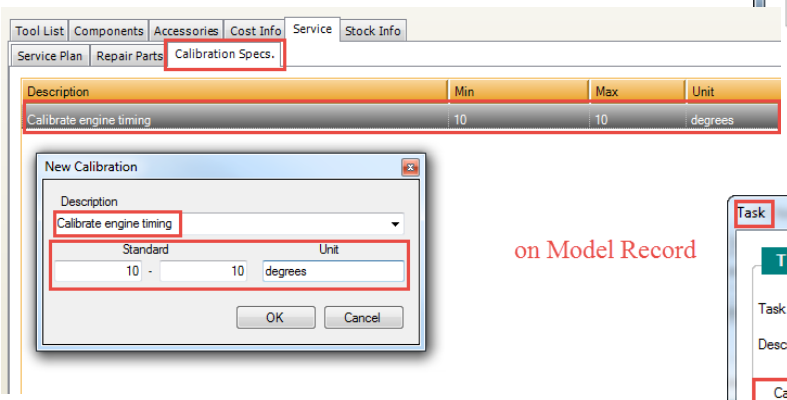
Training Activity #20: Create a Recurring Service Plan (cont'd.)

Service Plan – Tasks view

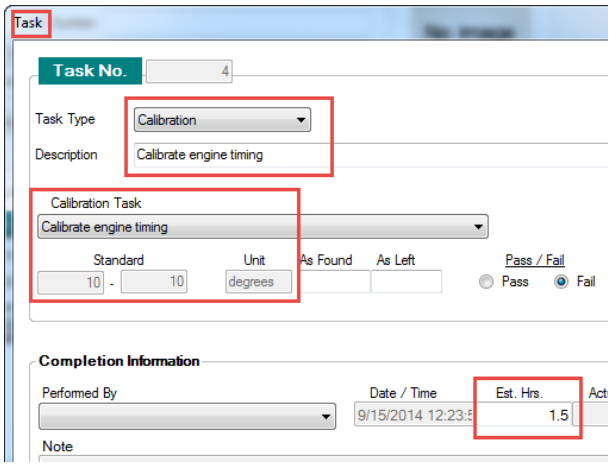






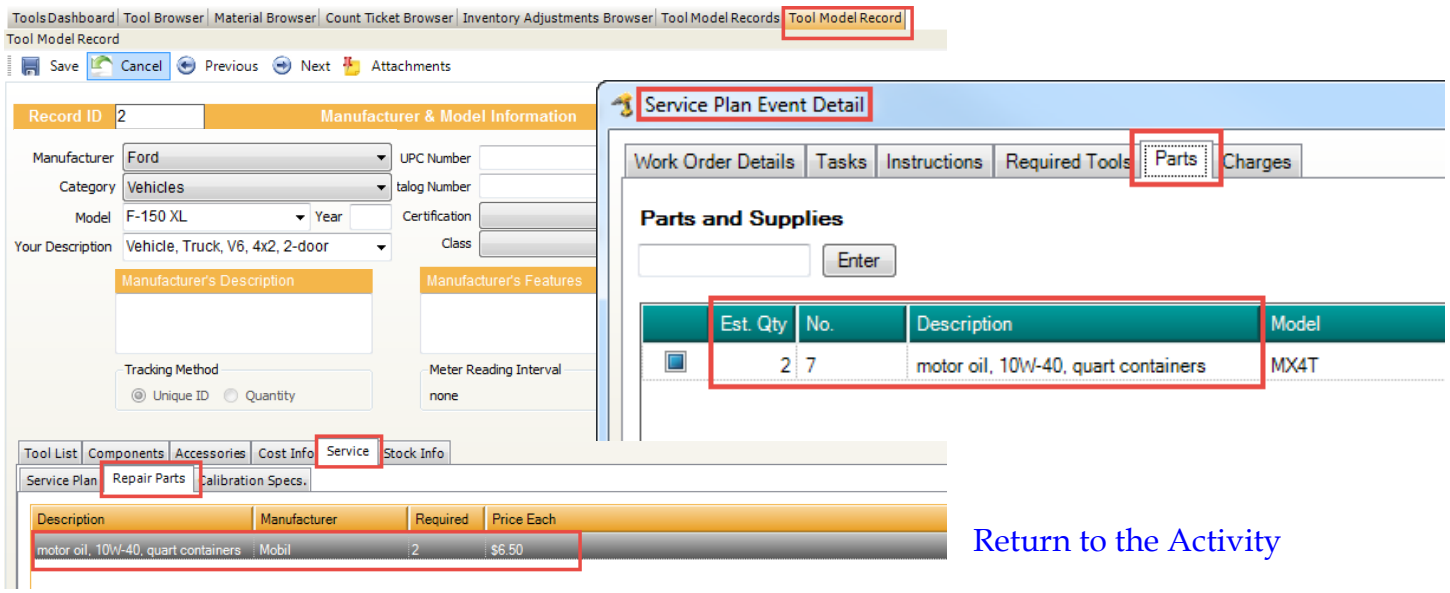


on Model Record



Training Activity #20: Create a Recurring Service Plan (cont'd.)

Service Plan – Parts views

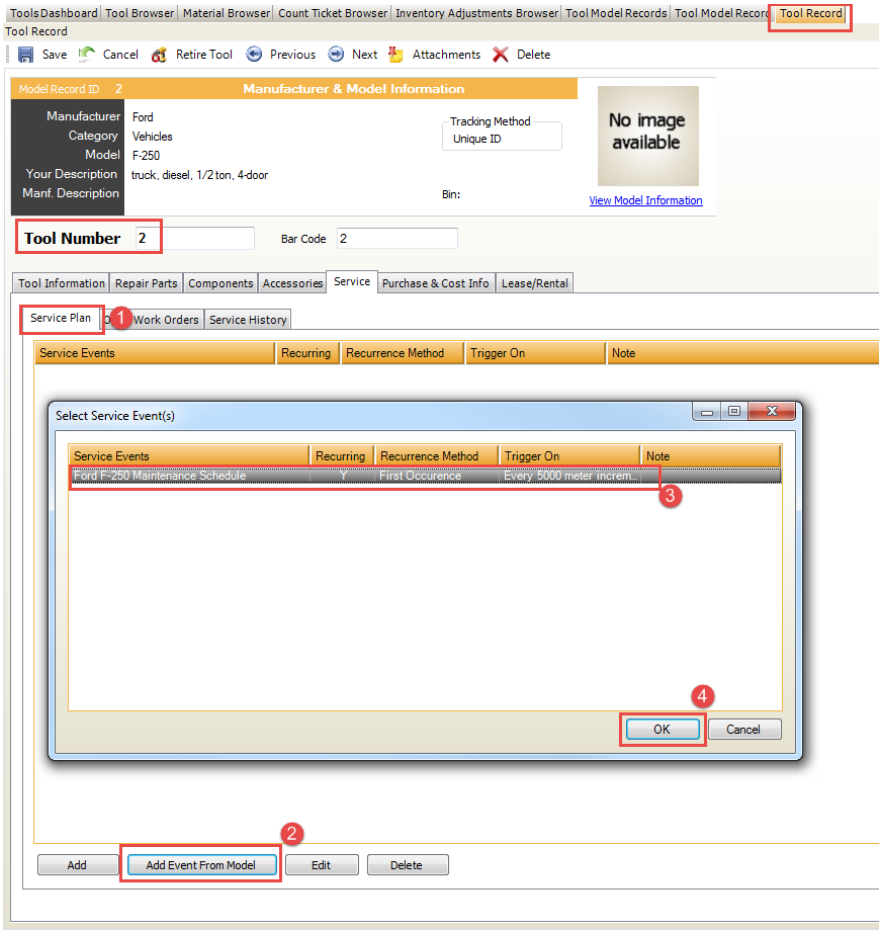

Tools Dashboard | Tool Browser | Material Browser | Count Ticket Browser | Inventory Adjustments Browser | Tool Model Records | Tool Model Record
Tool Model Record
Save | Cancel | Previous | Next | Attachments
Record ID 2
Manufacturer & Model Information
Manufacturer Ford
Category Vehicles
Model F-150 XL
Year
Your Description Vehicle, Truck, V6, 4x2, 2-door
UPC Number
talog Number
Certification
Class
Manufacturer's Description
Manufacturer's Features
Tracking Method
Unique ID
Quantity
Meter Reading Interval
none
Service Plan Event Detail
Work Order Details | Tasks | Instructions | Required Tools | Parts | Charges
Parts and Supplies
Enter
Est. Qty | No. | Description | Model
2 | 7 | motor oil, 10W-40, quart containers | MX4T
Tool List | Components | Accessories | Cost Info | Service | Stock Info
Service Plan | Repair Parts | Calibration Specs.
Description | Manufacturer | Required | Price Each
motor oil, 10W-40, quart containers | Mobil | 2 | $6.50

Return to the Activity

Training Activity #21: Adding an Existing Service Plan to a Tool

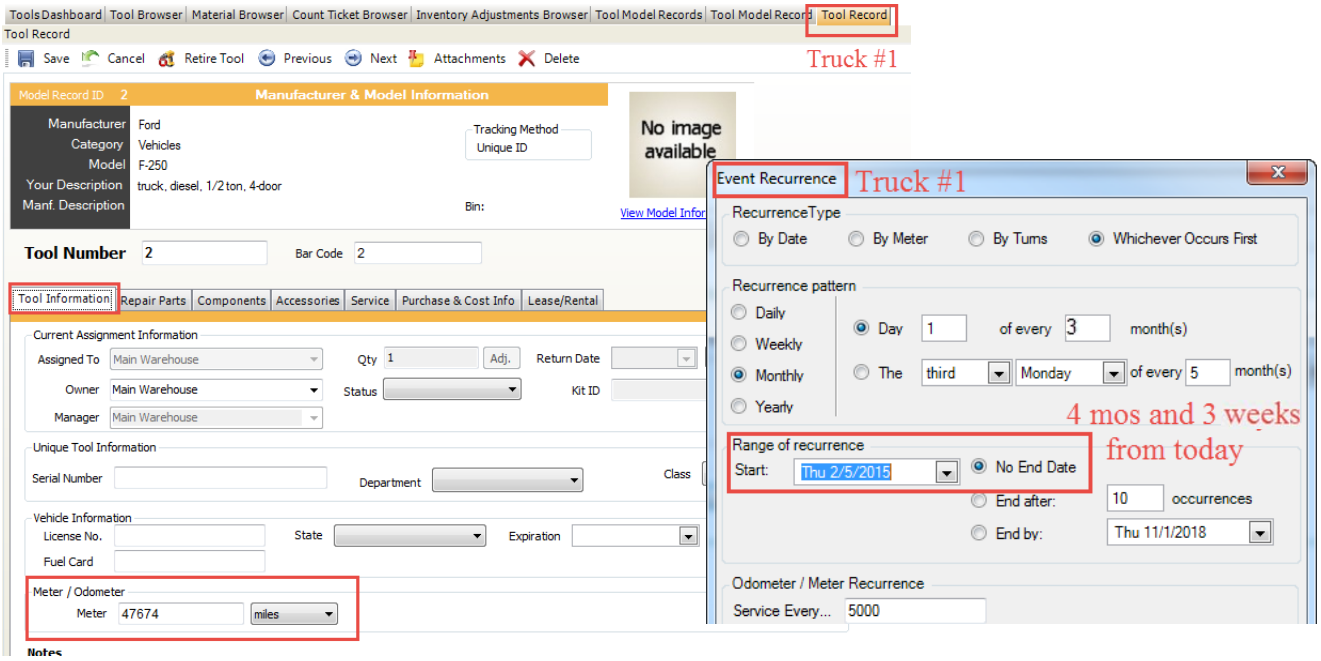
<u>Part One</u>

Steps to associate Service Plan with individual Tool Records

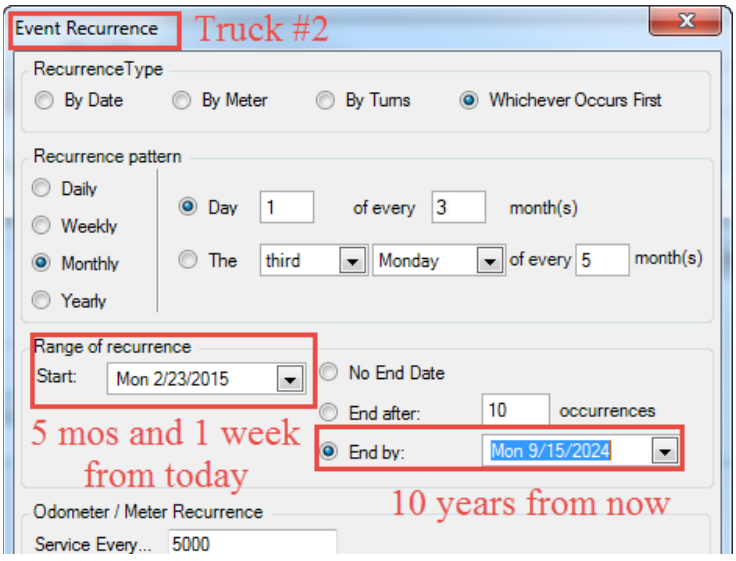

Tools Dashboard | Tool Browser | Material Browser | Count Ticket Browser | Inventory Adjustments Browser | Tool Model Records | Tool Model Record
Tool Record
Save | Cancel | Retire Tool | Previous | Next | Attachments | Delete
Model Record ID 2
Manufacturer & Model Information
Manufacturer Ford
Category Vehicles
Model F-250
Your Description truck, diesel, 1/2 ton, 4-door
Manf. Description
Tracking Method
Unique ID
Bin:
No image available
View Model Information
Tool Number 2
Bar Code 2
Tool Information | Repair Parts | Components | Accessories | Service | Purchase & Cost Info | Lease/Rental
Service Plan | Work Orders | Service History
Service Events | Recurring | Recurrence Method | Trigger On | Note
Select Service Event(s)
Service Events | Recurring | Recurrence Method | Trigger On | Note
Ford F-250 Maintenance Schedule | First Occurence | Every 5000 meter increm...
1
2
3
4
OK
Cancel
Add | Add Event From Model | Edit | Delete

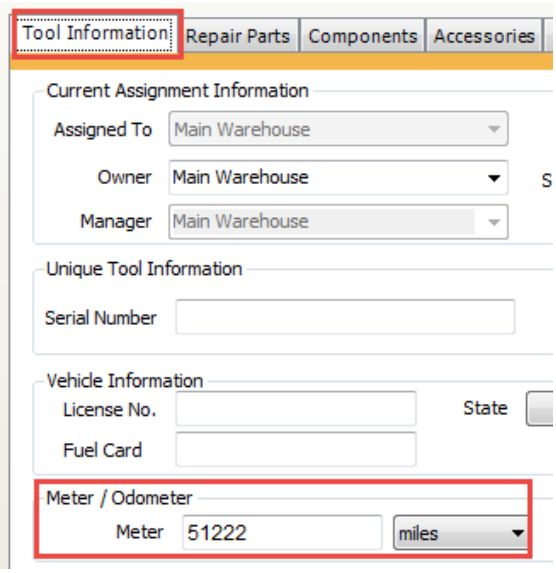
Training Activity #21: Adding an Existing Service Plan to a Tool (cont'd)

Truck #1 views



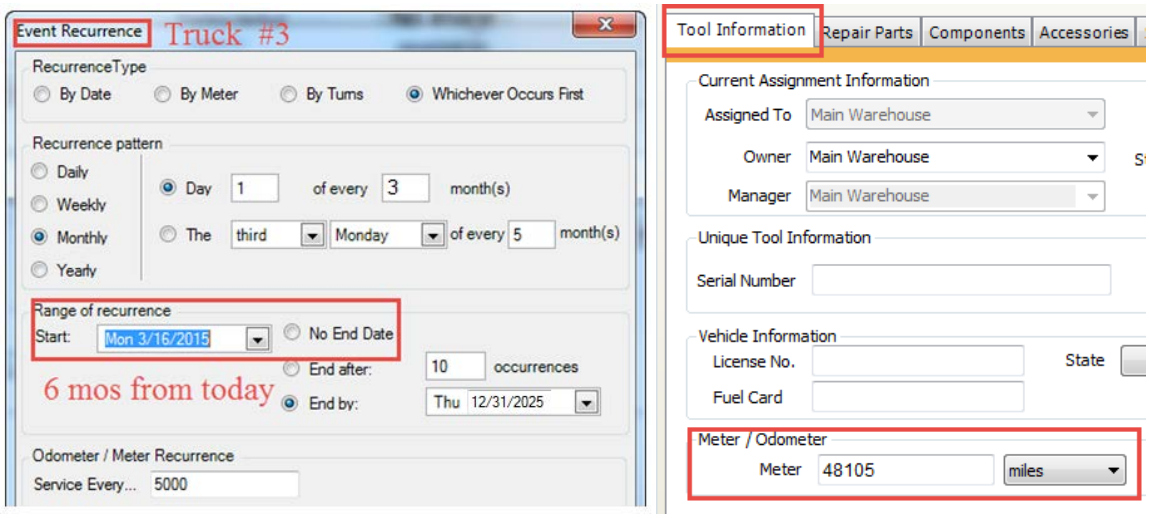
Truck #2 views



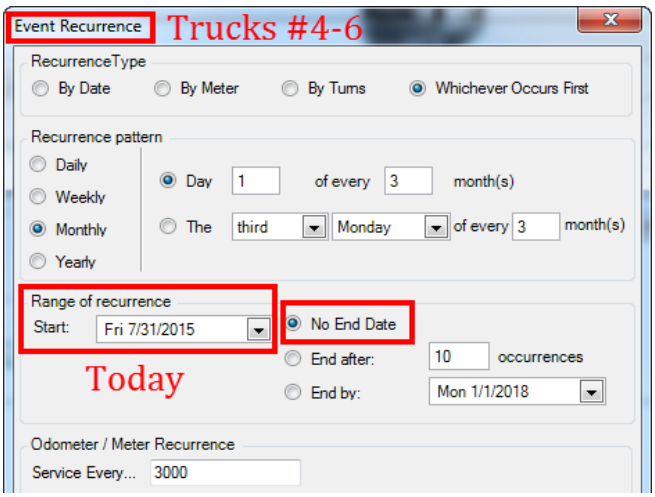


Training Activity #21: Adding an Existing Service Plan to a Tool (cont'd)

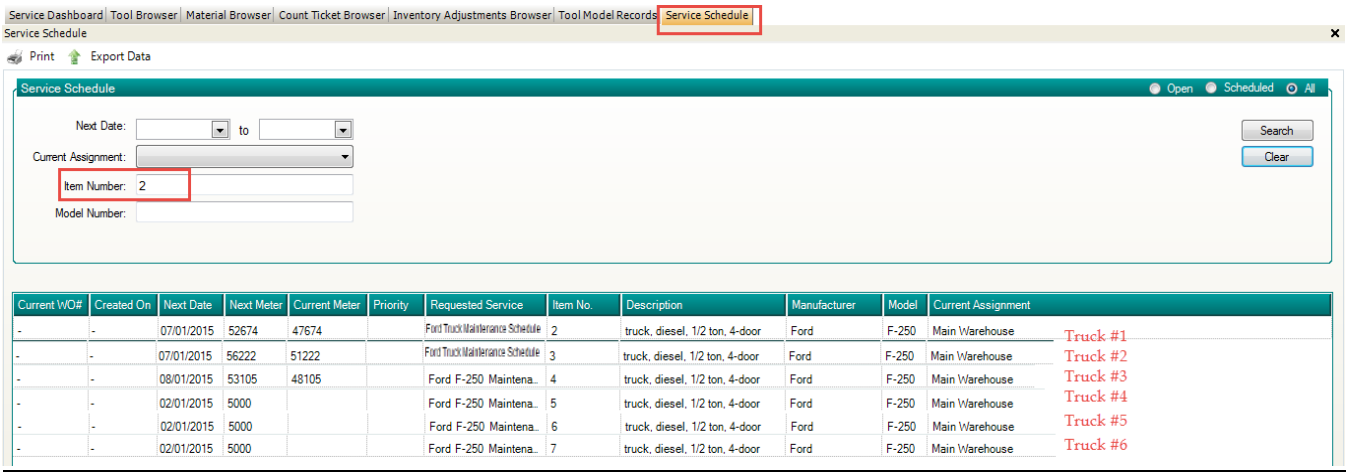
Truck #3 views



Trucks #4 - 6 views



Part Three : Service Schedule



Training Activity #21: Adding an Existing Service Plan to a Tool (cont'd)

Service Schedule Report

9/15/2014 1:08 PM

Main Warehouse

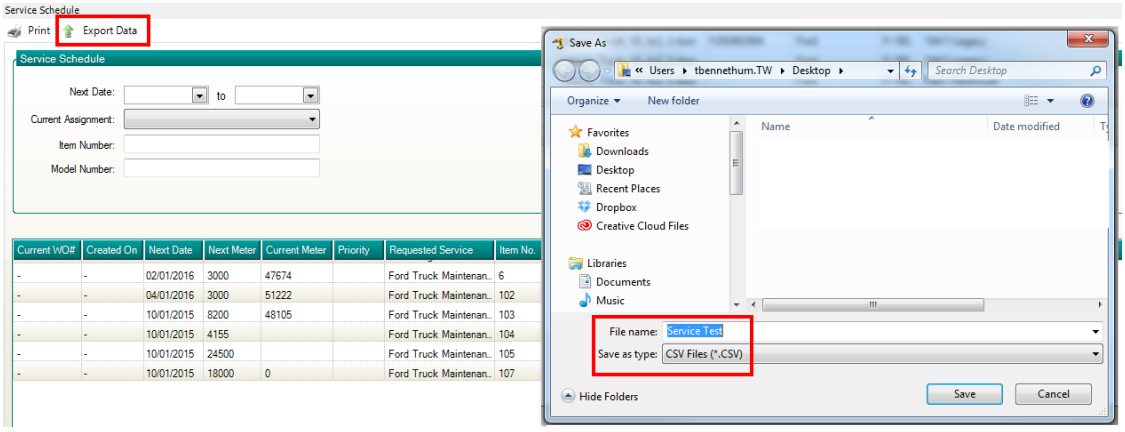
Service Schedule

Current WO#	Created On	Next Date	Next Meter	Current Meter	Priority	Requested Service	Item No.	Description	Manufacturer	Model	Current Assignment
		7/1/2015	52674	47674	Normal	Ford Truck Maintenance Schedule	2	truck, diesel, 1/2 ton, 4-door	Ford	F-250	Main Warehouse
		7/1/2015	56222	51222	Normal	Ford Truck Maintenance Schedule	3	truck, diesel, 1/2 ton, 4-door	Ford	F-250	Main Warehouse
		8/1/2015	53105	48105	Normal	Ford Truck Maintenance Schedule	4	truck, diesel, 1/2 ton, 4-door	Ford	F-250	Main Warehouse
		2/1/2015	5000		Normal	Ford Truck Maintenance Schedule	5	truck, diesel, 1/2 ton, 4-door	Ford	F-250	Main Warehouse
		2/1/2015	5000		Normal	Ford Truck Maintenance Schedule	6	truck, diesel, 1/2 ton, 4-door	Ford	F-250	Main Warehouse
		2/1/2015	5000		Normal	Ford Truck Maintenance Schedule	7	truck, diesel, 1/2 ton, 4-door	Ford	F-250	Main Warehouse

Count: 6

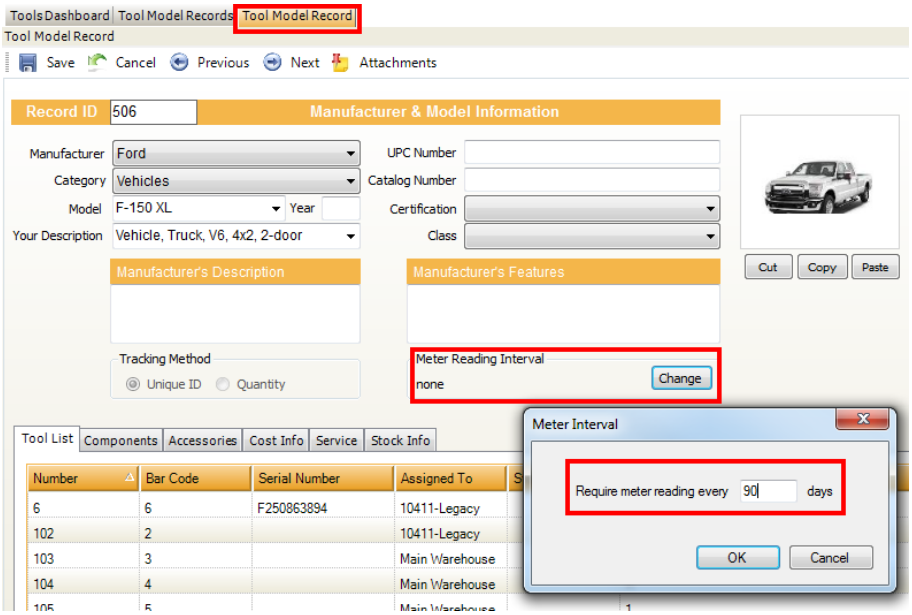
Export Service Schedule

Return to the Activity



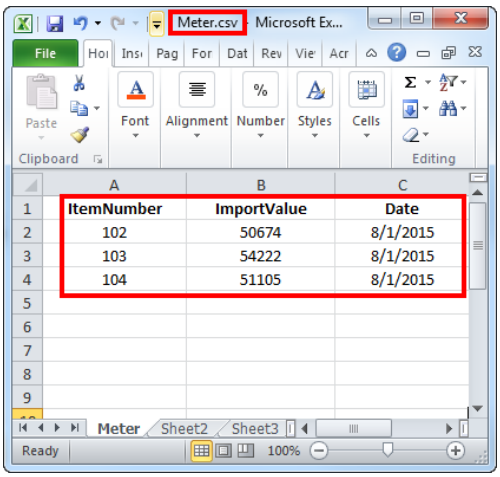
Training Activity #22: Update and View Meter/Mileage Information

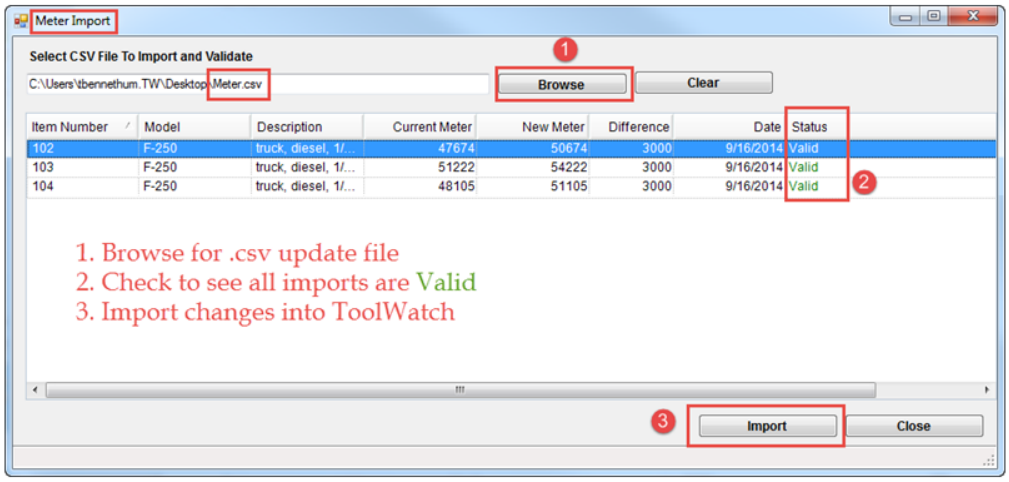
Part One



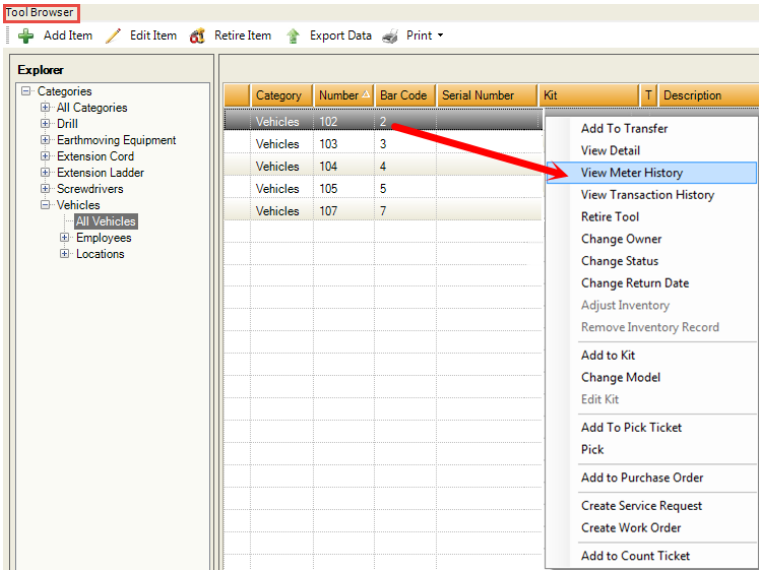
Training Activity #22: Update and View Meter/Mileage Information (cont'd)

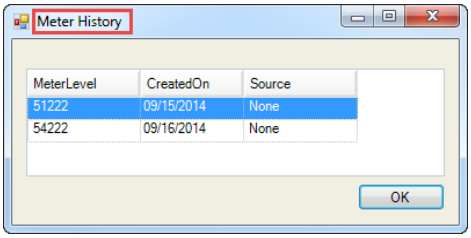
Part Two





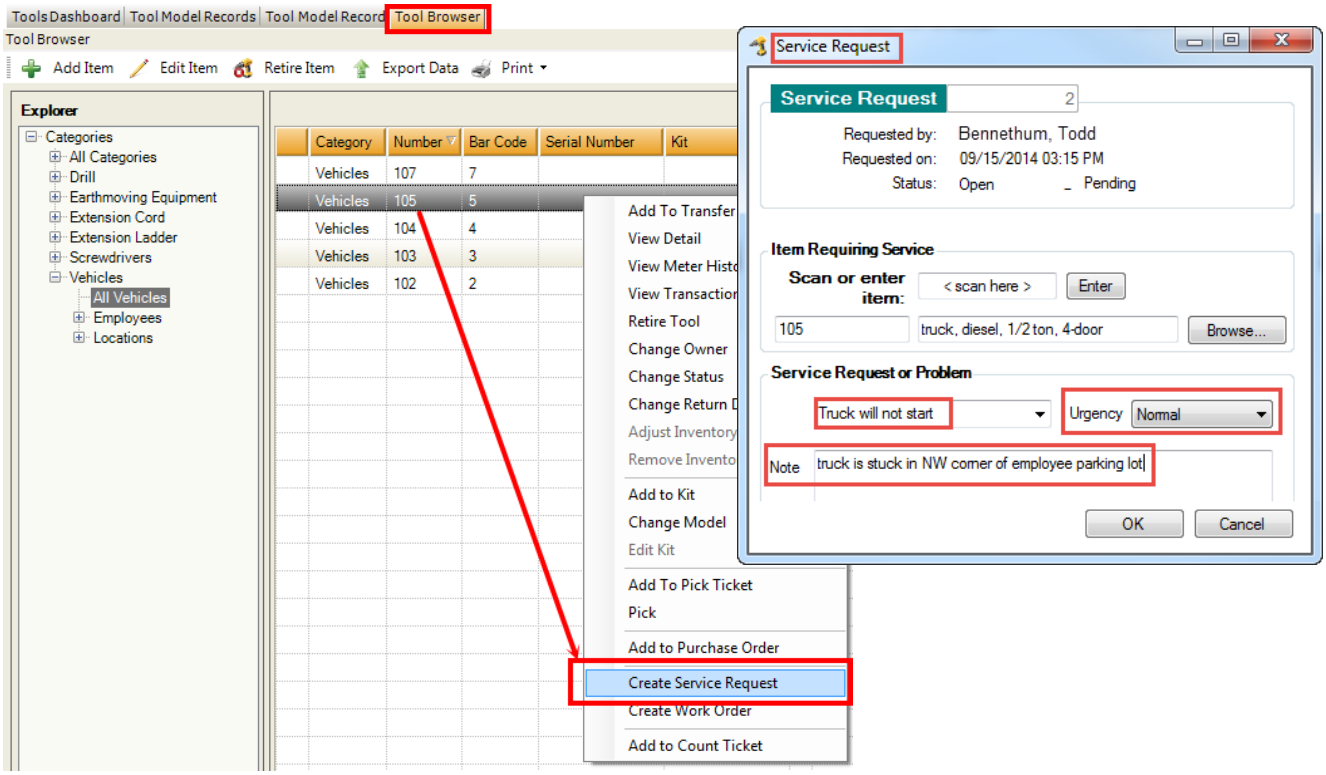
Part Three

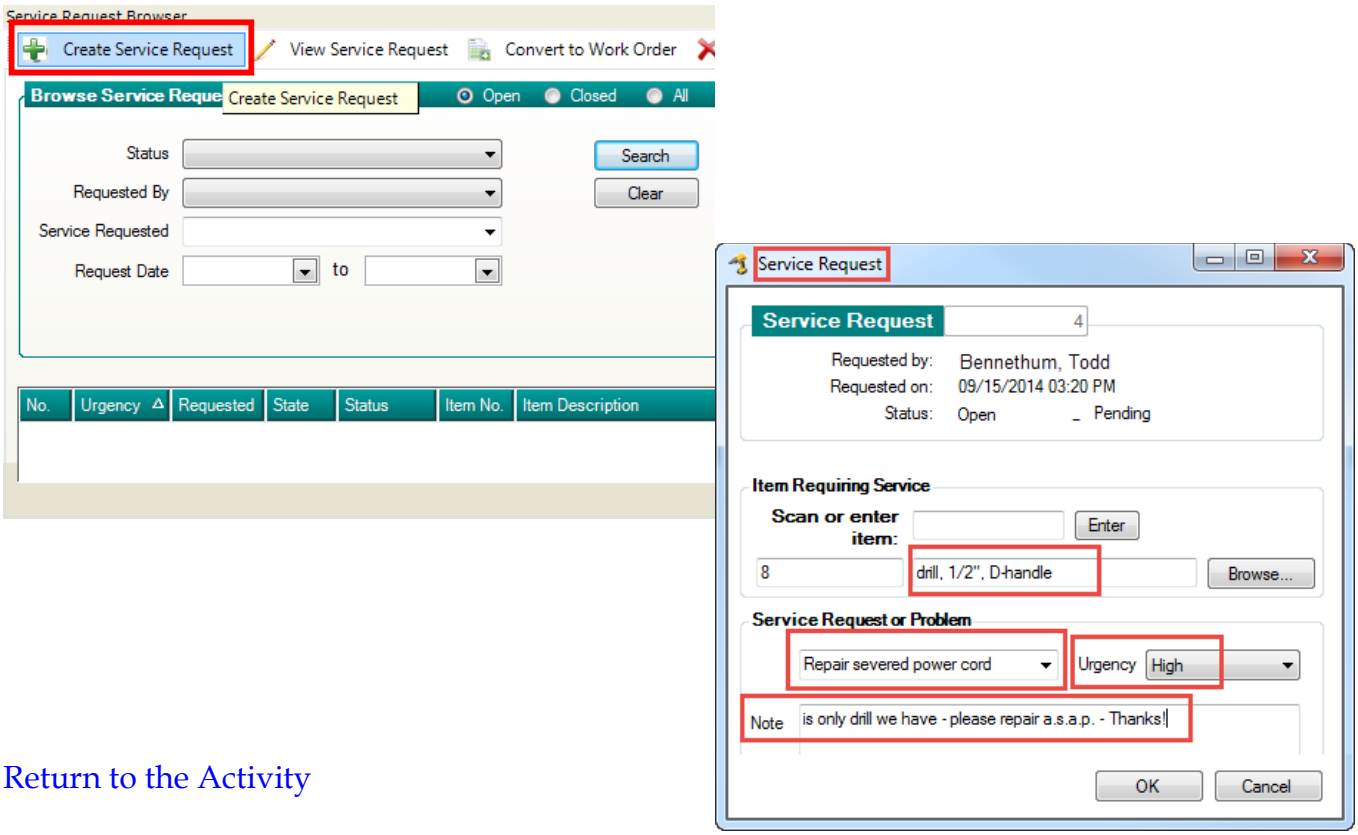




Return to the Activity

Training Activity #23: Create a Service Request

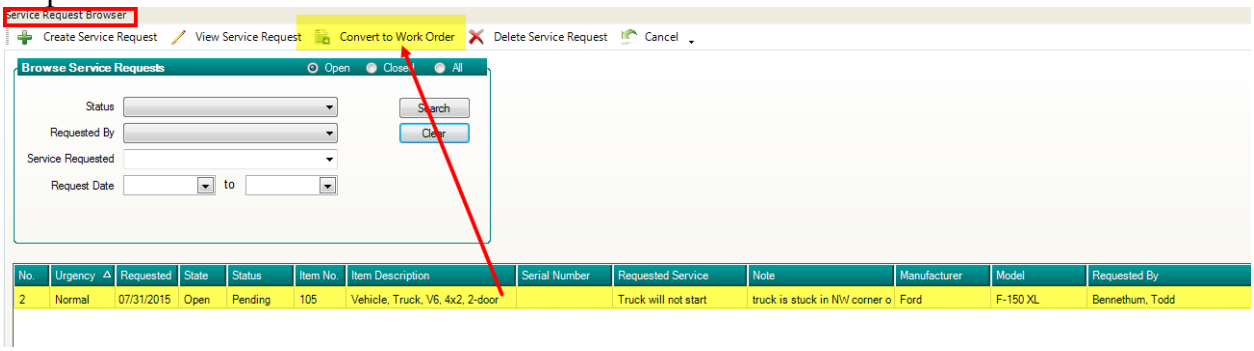




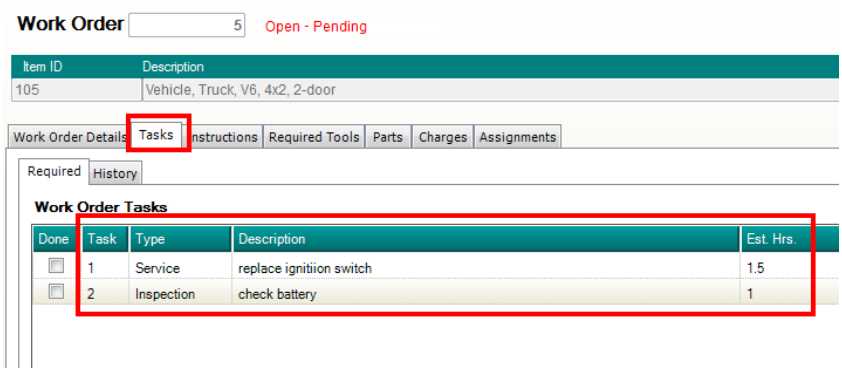
Return to the Activity

Training Activity #24: Create and Complete a Work Order

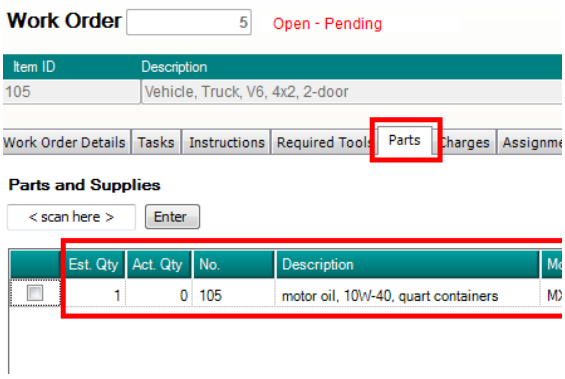
Step 1



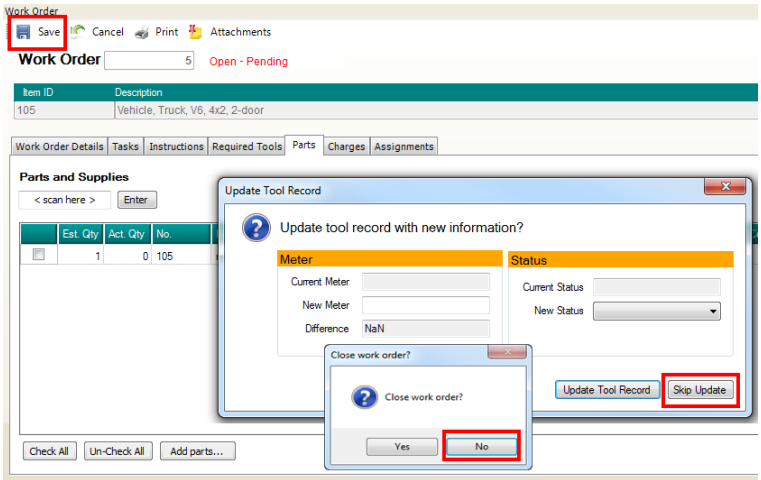
Step 2



Step 3

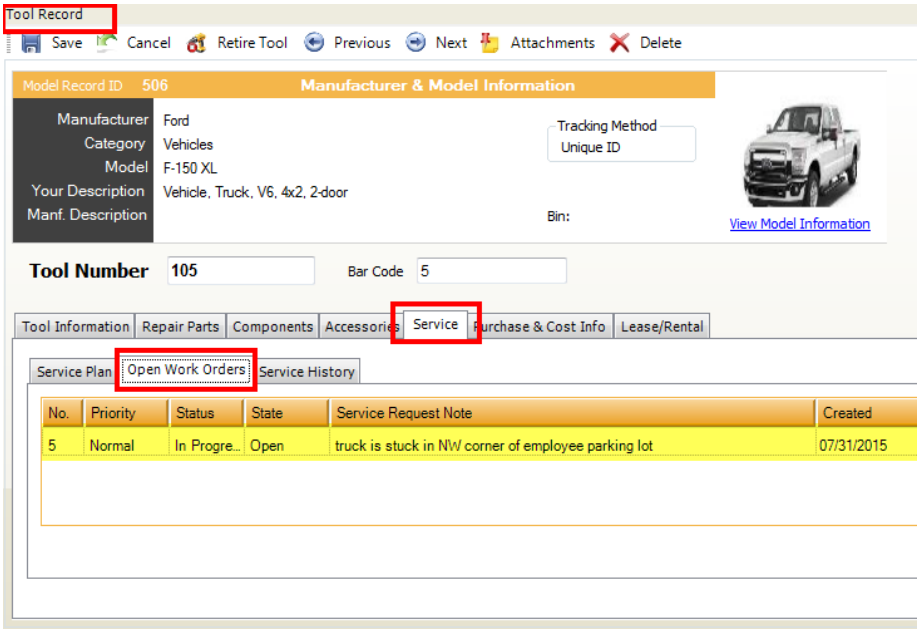


Step 4

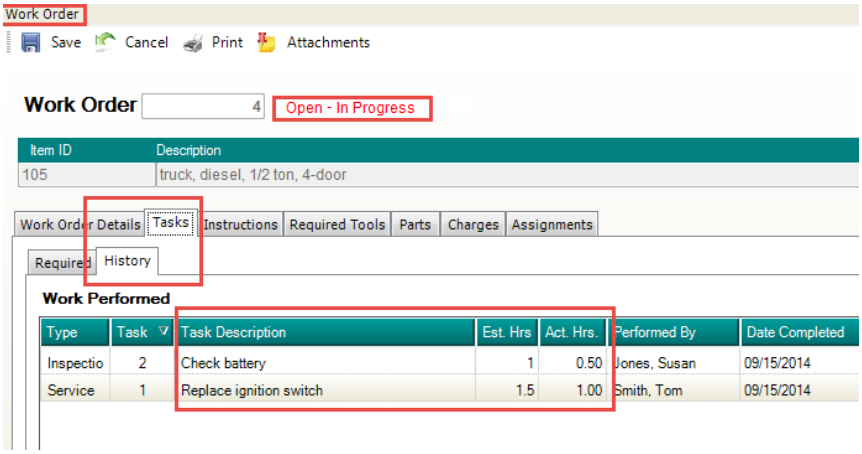


Training Activity #24: Create and Complete a Work Order (cont'd)

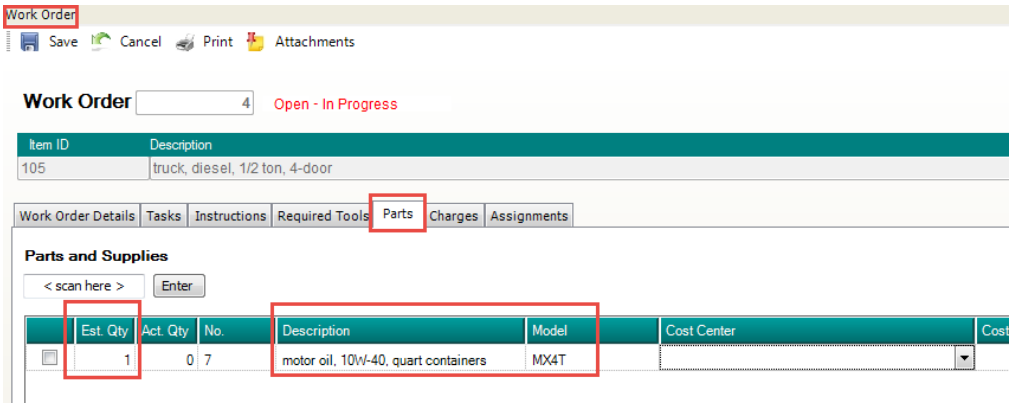
Steps 5-6



Step 8

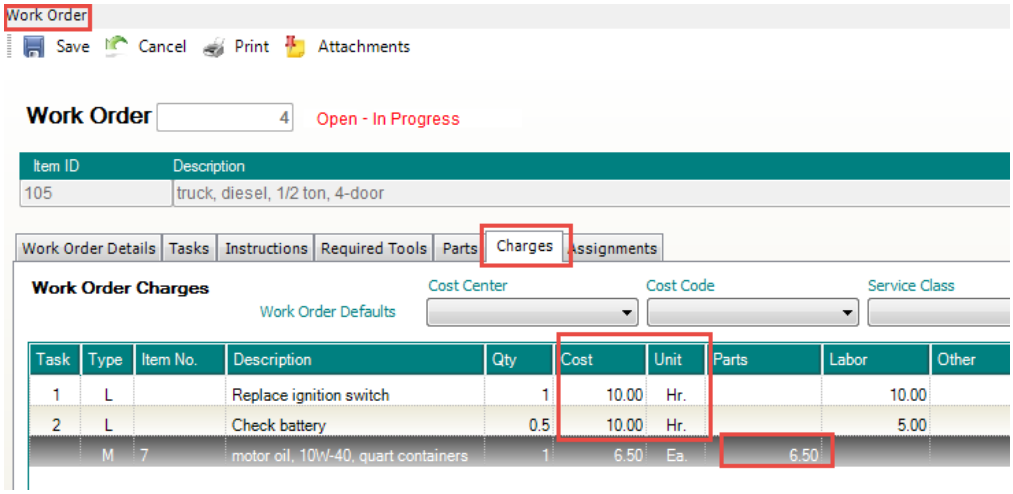


Step 9

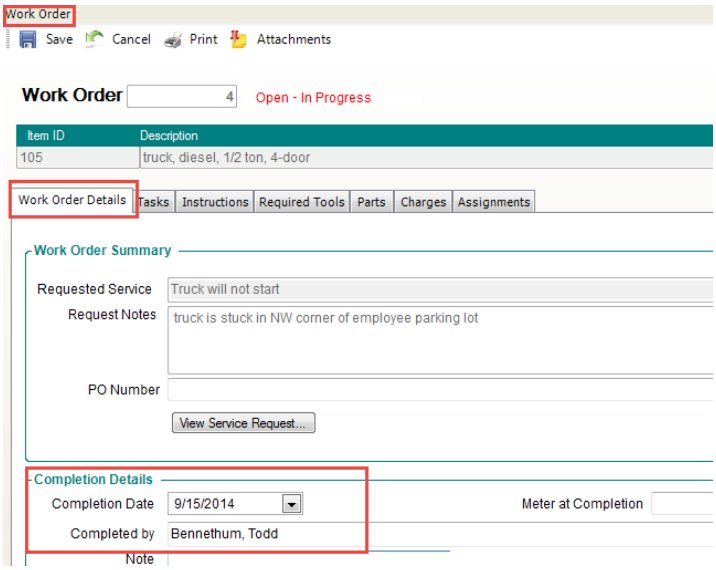


Training Activity #24: Create and Complete a Work Order (cont'd)

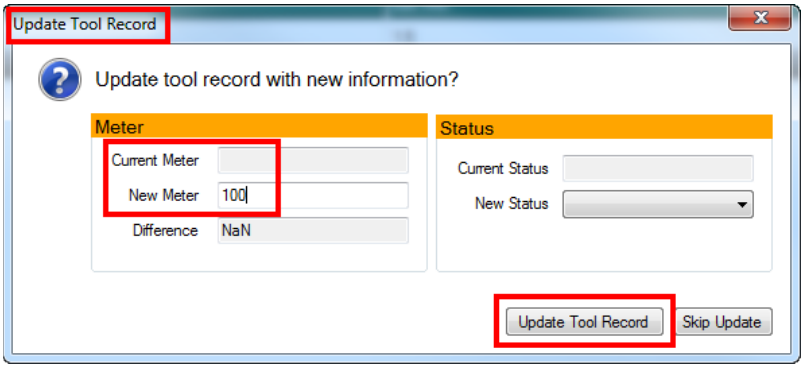
Step 10



Step 11

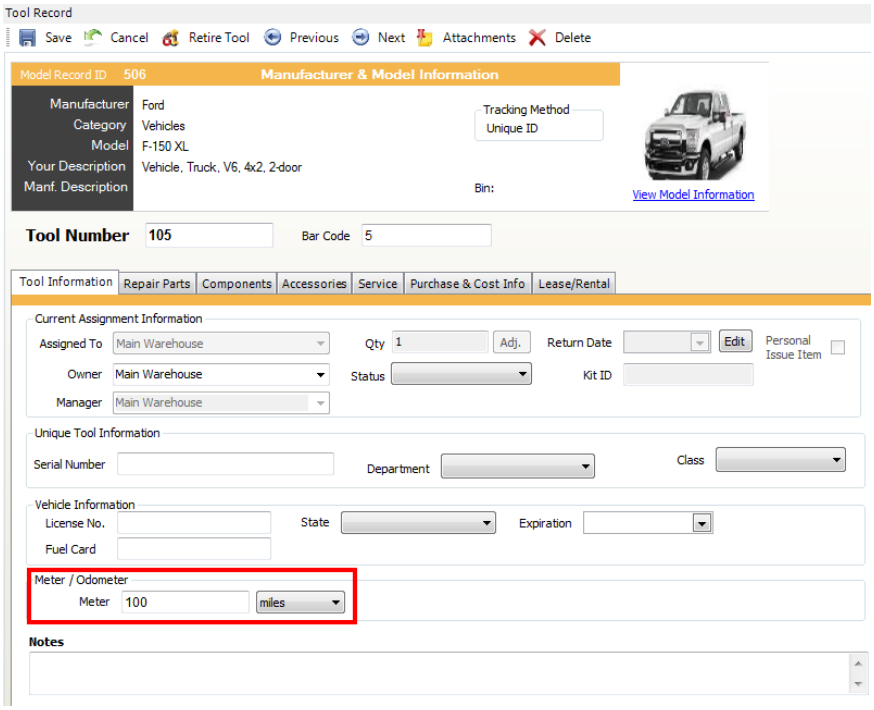


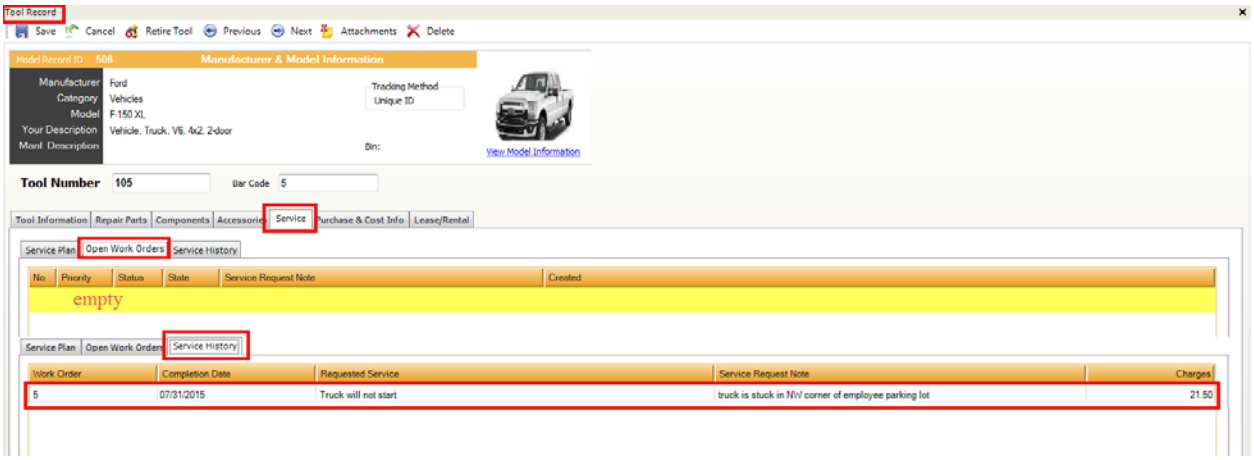
Step 12



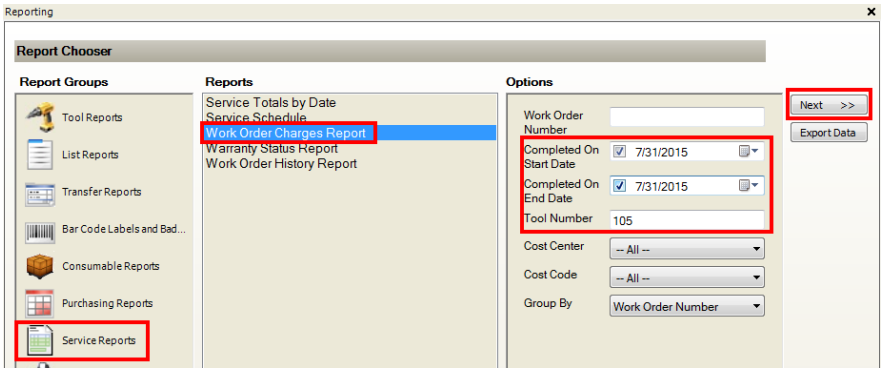
Training Activity #24: Create and Complete a Work Order (cont'd)

Step 14





Step 15



Training Activity #24: Create and Complete a Work Order (cont'd)

Step 15 (cont'd)

ToolWatchInternal-ToddBennethum
Main Warehouse
400 Inverness Parkway
Suite 450
Englewood, CO 80112

Work Order Charges Report
Group by Work Order Number

7/31/2015 11:47 AM

For Activity From 7/31/2015 To 7/31/2015

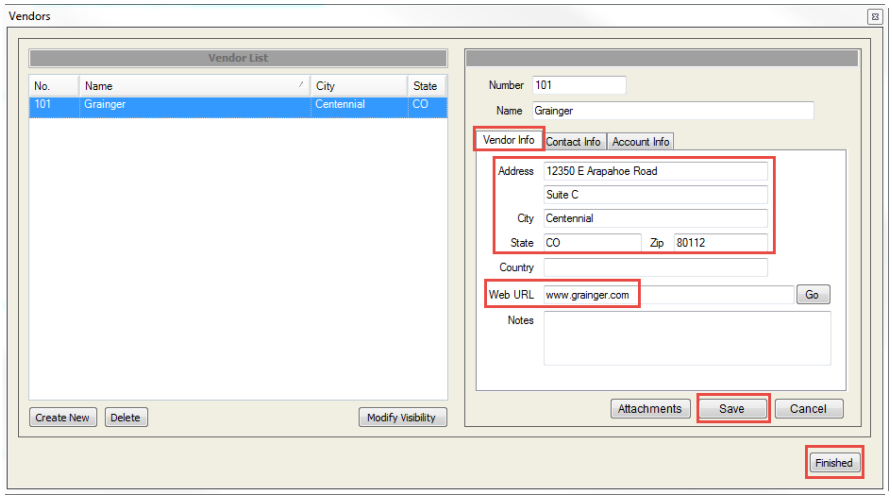
Work Order: 5

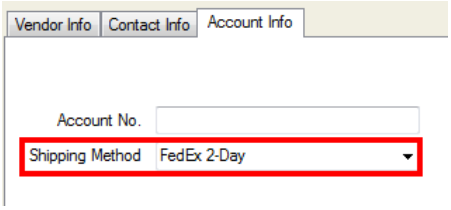
Work Order	Date Completed	Item Serviced	Item Description	Requested Service	Cost Center	Cost Code	Charge Description	Qty	Charge Each	Labor	Parts	Other	Total
5	7/31/2015	105	Vehicle, Truck, V6, 4x2, 2-door	Truck will not start			motor oil, 10W-40, quart containers	1	$6.50		$6.50		$6.50
5	7/31/2015	105	Vehicle, Truck, V6, 4x2, 2-door	Truck will not start			replace ignitiion switch	1	$10.00	$10.00			$10.00
5	7/31/2015	105	Vehicle, Truck, V6, 4x2, 2-door	Truck will not start			check battery	0.5	$10.00	$5.00			$5.00
								Totals	$26.50	$15.00	$6.50	$0.00	$21.50
				REPORT TOTALS			**Total Charges**		$26.50	$15.00	$6.50	$0.00	$21.50

Return to the Activity

Training Activity #25: Creating a Purchase Order

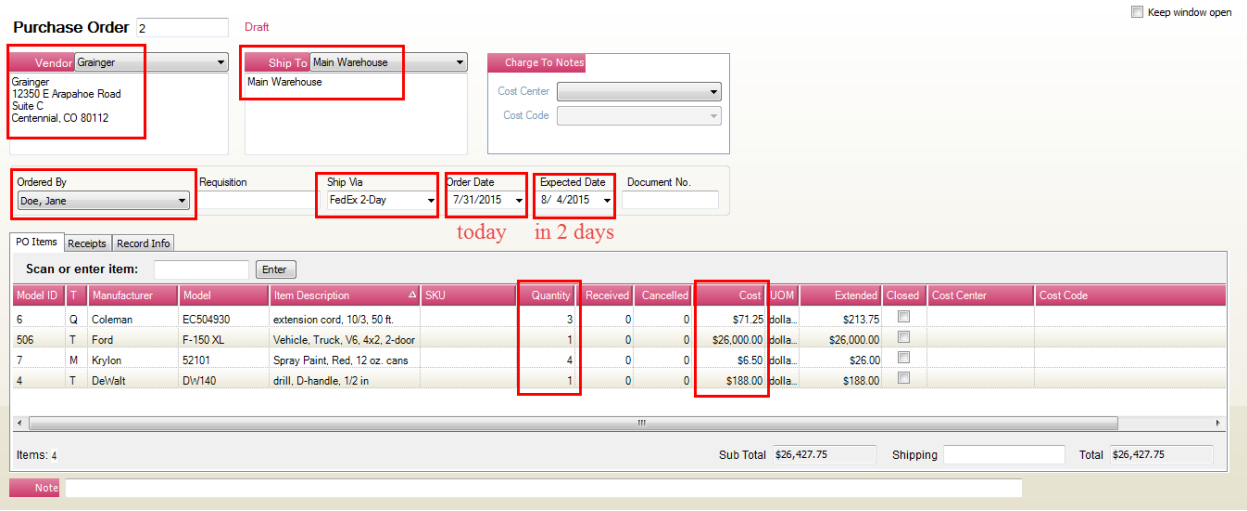
Step 1

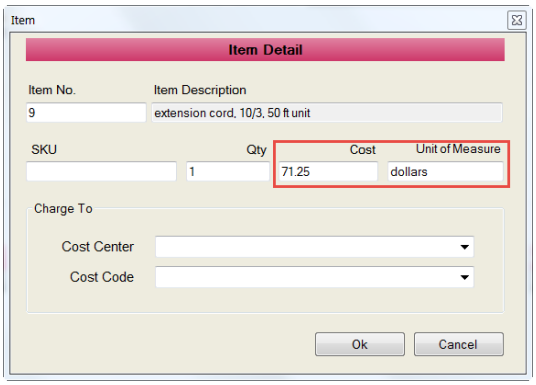




Training Activity #25: Creating a Purchase Order (cont'd)

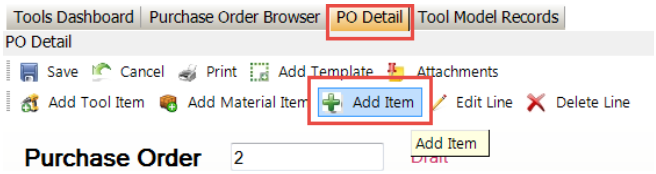
Steps 2-3

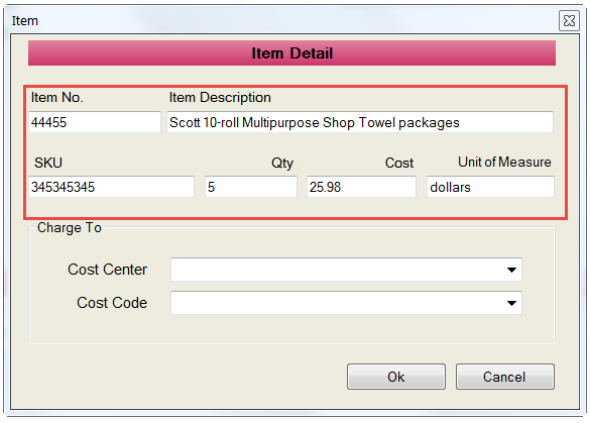

Purchase Order 2
Draft
Keep window open
Vendor Grainger
Grainger
12350 E Arapahoe Road
Suite C
Centennial, CO 80112
Ship To Main Warehouse
Main Warehouse
Charge To Notes
Cost Center
Cost Code
Ordered By
Doe, Jane
Requisition
Ship Via
FedEx 2-Day
Order Date
7/31/2015
Expected Date
8/ 4/2015
Document No.
today
in 2 days
PO Items
Receipts
Record Info
Scan or enter item:
Enter
Model ID | T | Manufacturer | Model | Item Description | SKU | Quantity | Received | Cancelled | Cost | UOM | Extended | Closed | Cost Center | Cost Code
6 | Q | Coleman | EC504930 | extension cord, 10/3, 50 ft. | | 3 | 0 | 0 | $71.25 | dolla.. | $213.75
506 | T | Ford | F-150 XL | Vehicle, Truck, V6, 4x2, 2-door | | 1 | 0 | 0 | $26,000.00 | dolla.. | $26,000.00
7 | M | Krylon | 52101 | Spray Paint, Red, 12 oz. cans | | 4 | 0 | 0 | $6.50 | dolla.. | $26.00
4 | T | DeWalt | DW140 | drill, D-handle, 1/2 in | | 1 | 0 | 0 | $188.00 | dolla.. | $188.00
Items: 4
Sub Total $26,427.75
Shipping
Total $26,427.75
Note



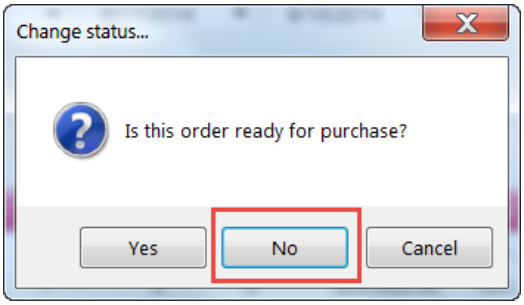
changing cost of extension cords

Step 4 - use *Add Item* to add towels



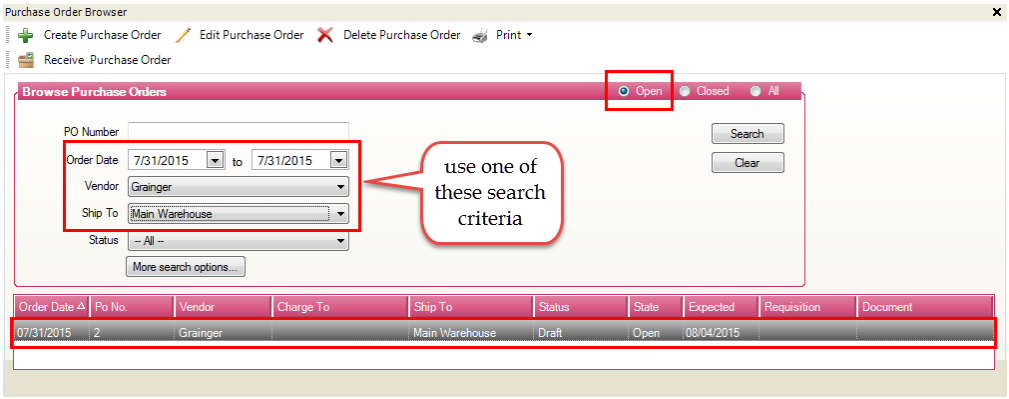


Step 5



Training Activity #25: Creating a Purchase Order (cont'd)

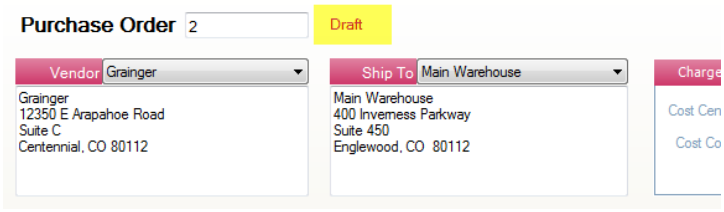
Step 6



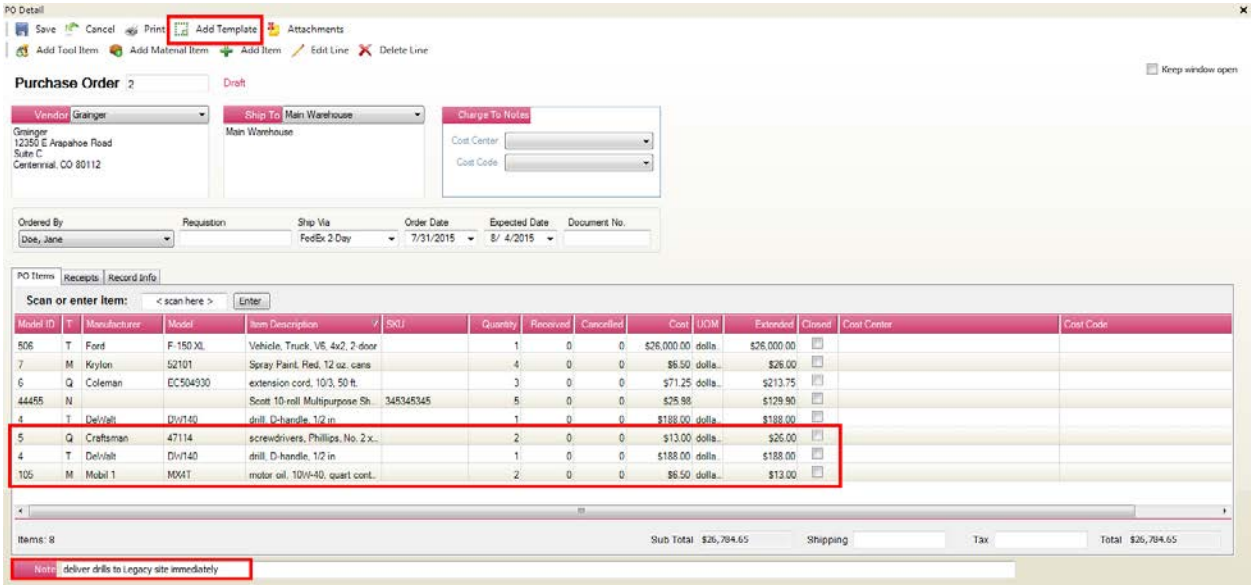
Return to the Activity

Training Activity #26: Editing a Purchase Order to Include Adding a Template

Step 1

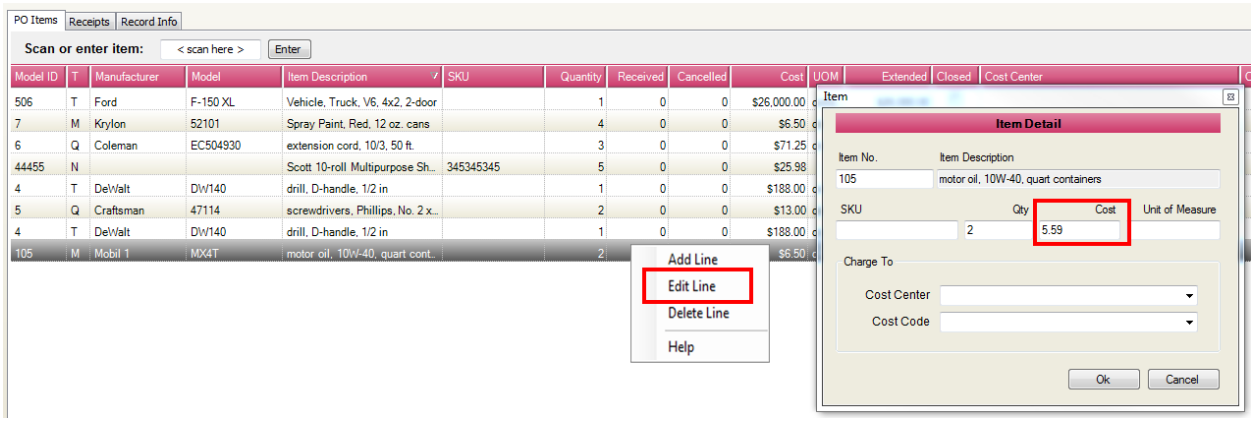


Steps 2-3

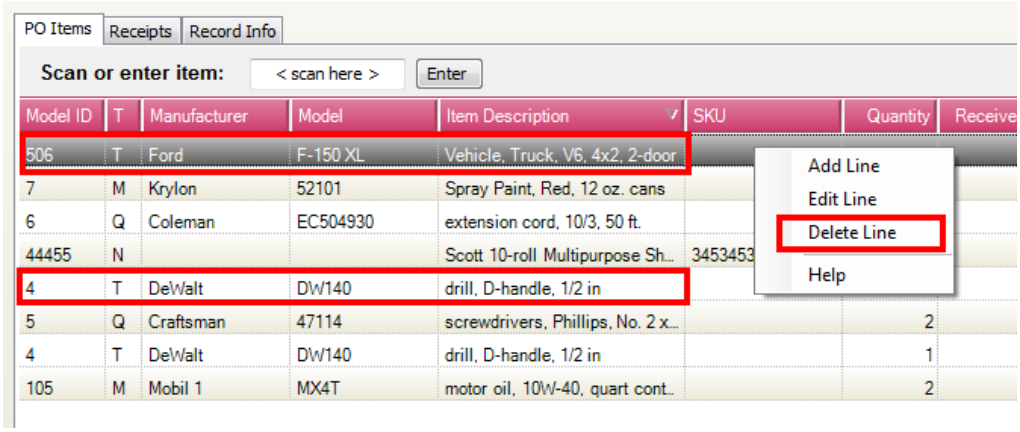


Training Activity #26: Editing a Purchase Order to Include Adding a Template

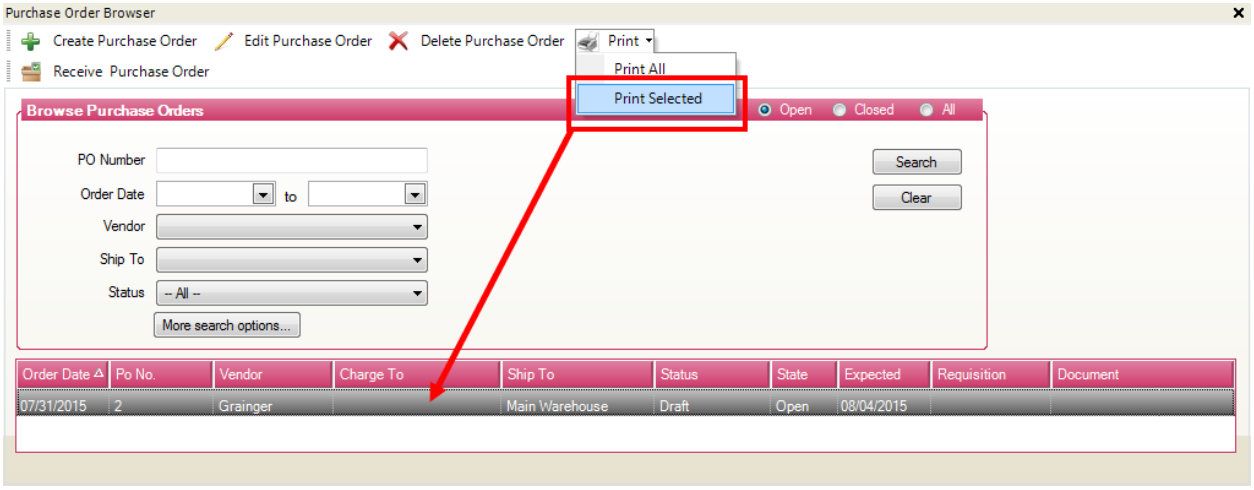
Step 4



Step 5

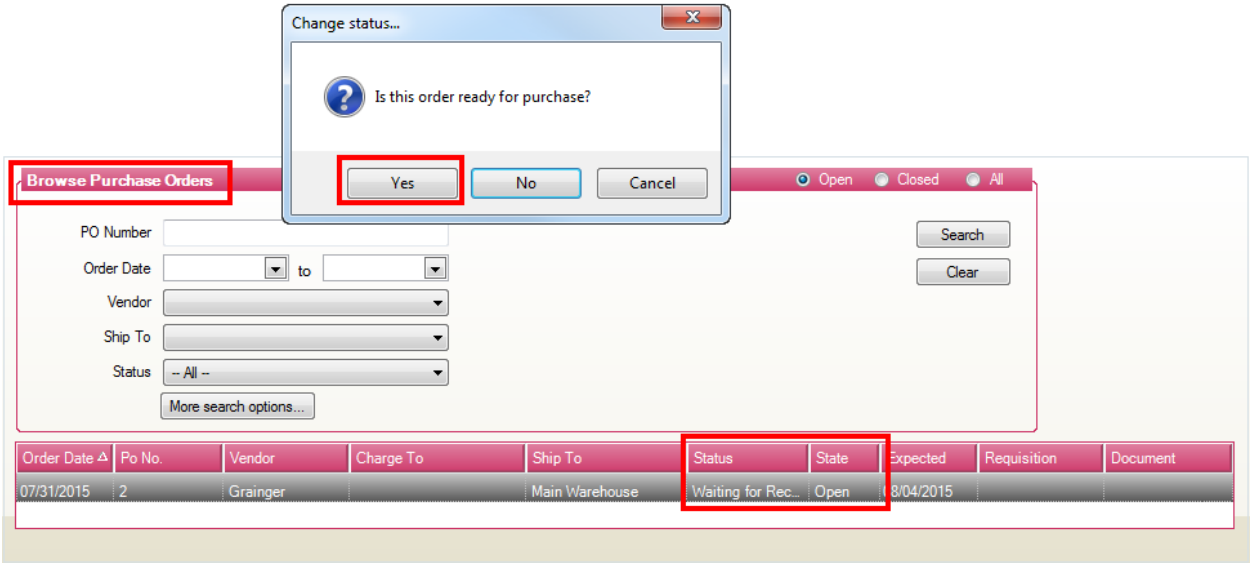

PO Items
Receipts
Record Info
Scan or enter item:
< scan here >
Enter
Model ID
T
Manufacturer
Model
Item Description
SKU
Quantity
Receive
506 T Ford F-150 XL Vehicle, Truck, V6, 4x2, 2-door
7 M Krylon 52101 Spray Paint, Red, 12 oz. cans
6 Q Coleman EC504930 extension cord, 10/3, 50 ft.
44455 N Scott 10-roll Multipurpose Sh... 3453453
4 T DeWalt DW140 drill, D-handle, 1/2 in
5 Q Craftsman 47114 screwdrivers, Phillips, No. 2 x... 2
4 T DeWalt DW140 drill, D-handle, 1/2 in 1
105 M Mobil 1 MX4T motor oil, 10W-40, quart cont.. 2
Add Line
Edit Line
Delete Line
Help

Step 6



Training Activity #26: Editing a Purchase Order to Include Adding a Template

Step 6 (cont'd)



Purchase Order

PO #	Order Date	Status	Page
2	7/31/2015	Open	1 of 2

Vendor	Vendor No.
Grainger 12350 E Arapahoe Road Suite C Centennial, CO 80112	101

Ship To
Main Warehouse 400 Inverness Parkway Suite 450 Englewood, CO 80112

Cost Center	Cost Code

Ordered By	Requisition	Ship Via	Expected Date	Doc #
Doe, Jane		FedEx 2-Day	8/4/2015	

Model ID	Type	Item Description	Manufacturer	Model	SKU	UOM	Order Qty	Receive Qty	Cancel Qty	Unit Cost	Order $ Amount	Receive $ Amount	Cld
4	T	drill, D-handle, 1/2 in	DeWalt	DW140		dollars US	1	0	0	188.00	188.00	0.00	☐
6	Q	extension cord, 10/3, 50 ft	Coleman	EC504930		dollars US	3	0	0	71.25	213.75	0.00	☐
105	M	motor oil, 10W-40, quart containers	Mobil 1	MX4T		dollars US	2	0	0	5.59	11.18	0.00	☐
44455		Scott 10-roll Multipurpose Shop Towel packages			345345345		5	0	0	25.98	129.90	0.00	☐
5	Q	screwdrivers, Phillips, No. 2 x 4"	Craftsman	47114		dollars US	2	0	0	11.60	23.20	0.00	☐
7	M	Spray Paint, Red, 12 oz. cans	Krylon	52101		dollars US	4	0	0	6.50	26.00	0.00	☐

Count: 6

Note: deliver drills to Legacy site immediately

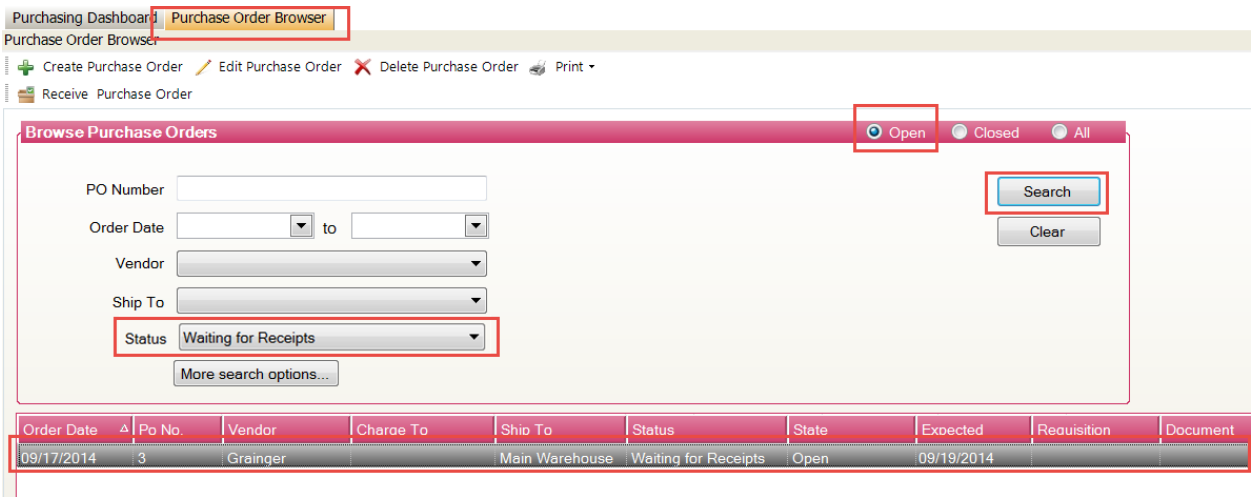
Sub Total:	$592.03
Shipping:	
Tax:	
Total:	$592.03

REPORT TOTALS: Report Count: 6

Total Orders Cost Amount:	592.03
Total Orders Received Amount:	0.00
Total Orders Outstanding Amount:	592.03
Total Shipping Amount:	0.00
Total Tax Amount:	0.00

Training Activity #26: Editing a Purchase Order to Include Adding a Template

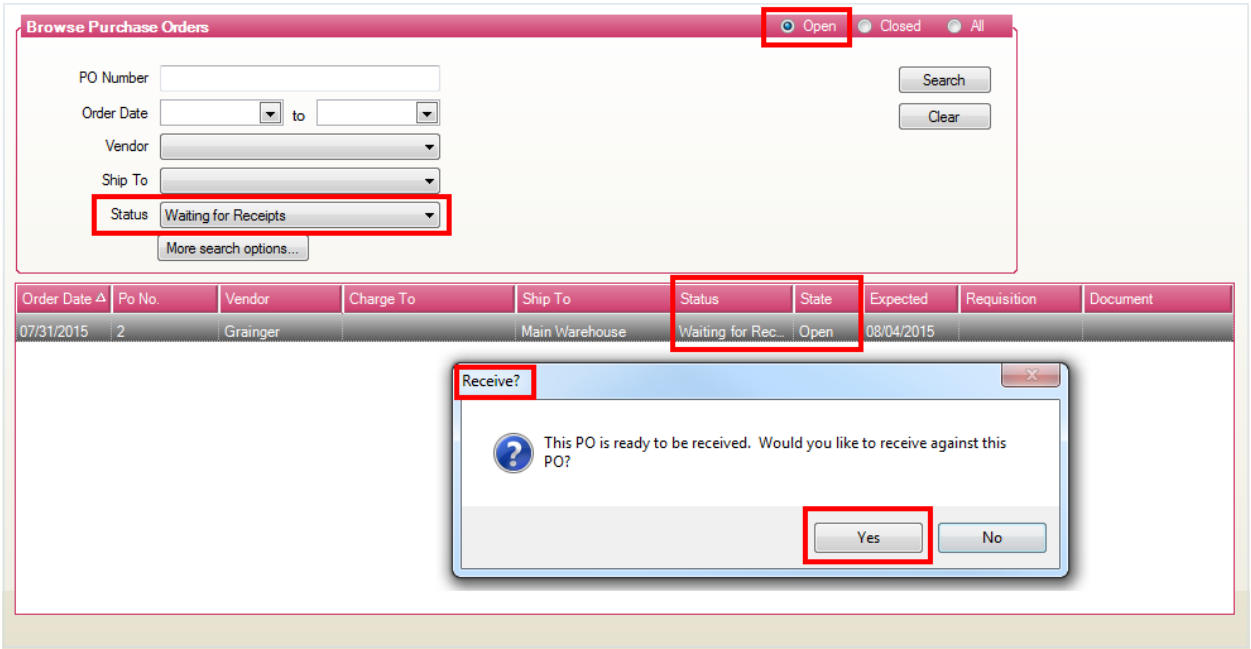
Step 7



Return to the Activity

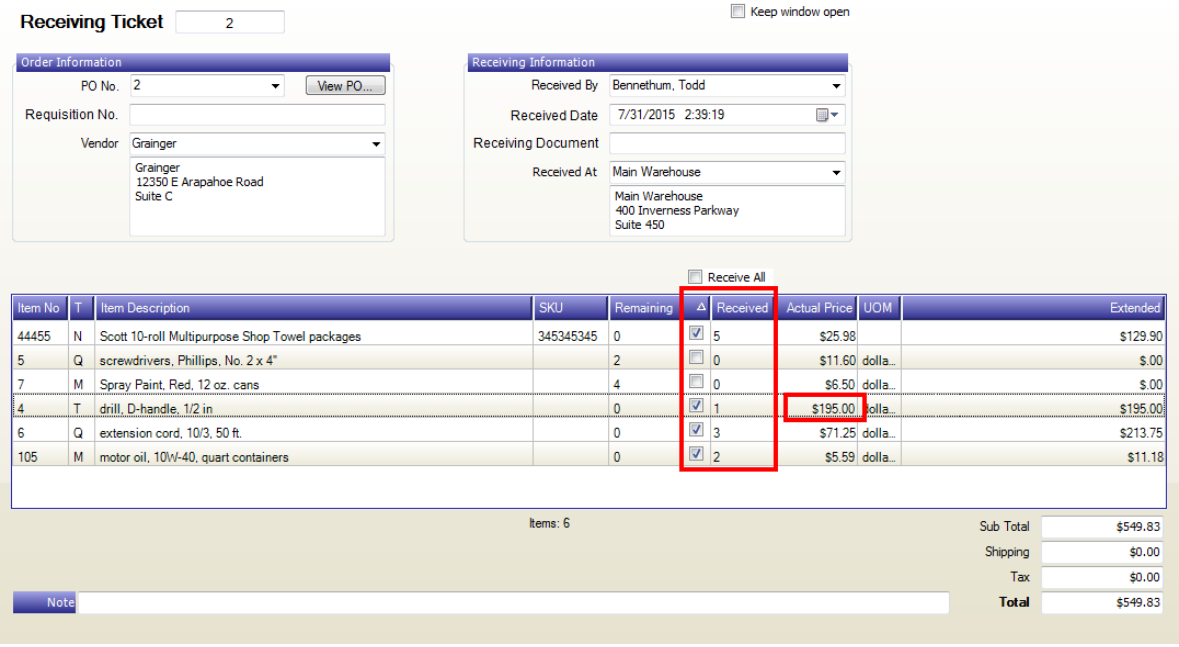
Training Activity #27: Receive Against a Purchase Order

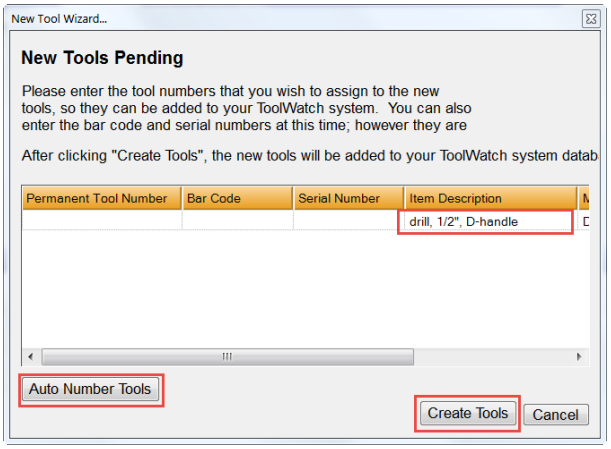
Step 1

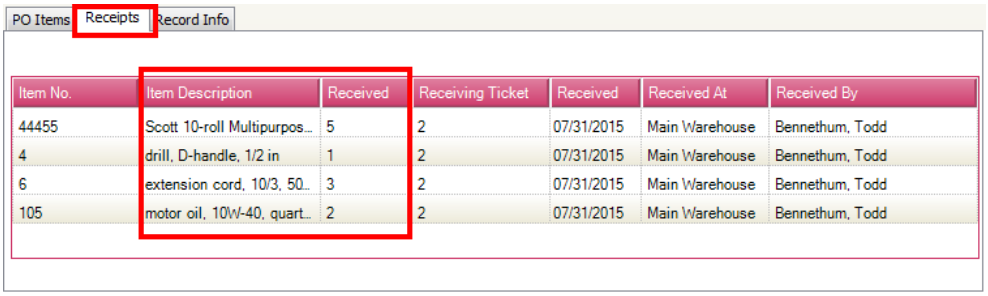


Training Activity #27: Receive Against a Purchase Order (cont'd)

Step 2

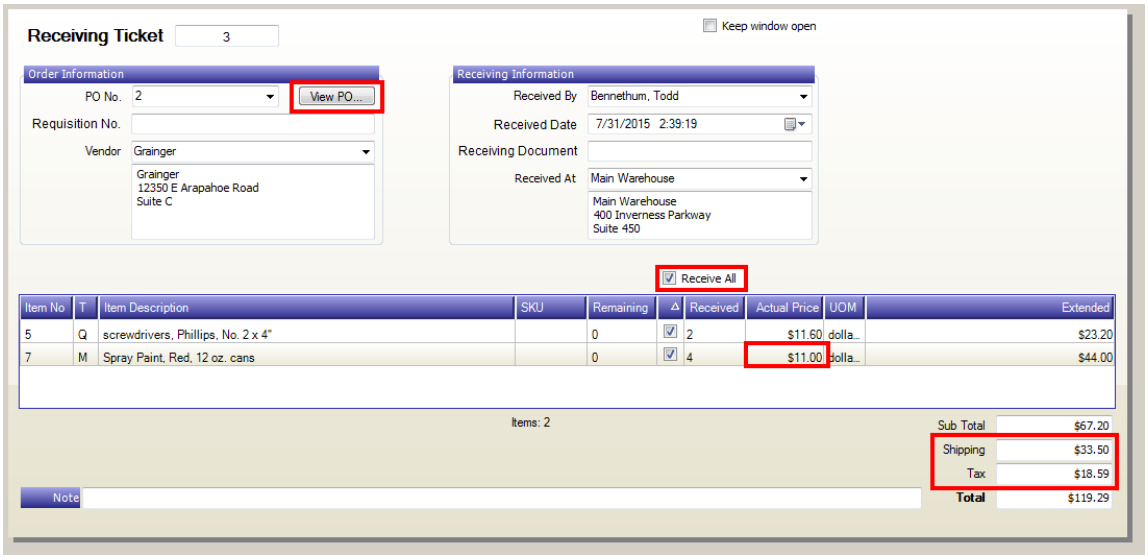

Receiving Ticket 2
Keep window open
Order Information
PO No. 2
View PO...
Requisition No.
Vendor Grainger
Grainger
12350 E Arapahoe Road
Suite C
Receiving Information
Received By Bennethum, Todd
Received Date 7/31/2015 2:39:19
Receiving Document
Received At Main Warehouse
Main Warehouse
400 Inverness Parkway
Suite 450
Receive All
Item No | T | Item Description | SKU | Remaining | Received | Actual Price | UOM | Extended
44455 | N | Scott 10-roll Multipurpose Shop Towel packages | 345345345 | 0 | 5 | $25.98 | | $129.90
5 | Q | screwdrivers, Phillips, No. 2 x 4" | | 2 | 0 | $11.60 | dolla... | $.00
7 | M | Spray Paint, Red, 12 oz. cans | | 4 | 0 | $6.50 | dolla... | $.00
4 | T | drill, D-handle, 1/2 in | | 0 | 1 | $195.00 | dolla... | $195.00
6 | Q | extension cord, 10/3, 50 ft. | | 0 | 3 | $71.25 | dolla... | $213.75
105 | M | motor oil, 10W-40, quart containers | | 0 | 2 | $5.59 | dolla... | $11.18
Items: 6
Sub Total $549.83
Shipping $0.00
Tax $0.00
Total $549.83
Note


New Tool Wizard...
New Tools Pending
Please enter the tool numbers that you wish to assign to the new tools, so they can be added to your ToolWatch system. You can also enter the bar code and serial numbers at this time; however they are
After clicking "Create Tools", the new tools will be added to your ToolWatch system datab
Permanent Tool Number | Bar Code | Serial Number | Item Description
drill, 1/2", D-handle
Auto Number Tools
Create Tools
Cancel

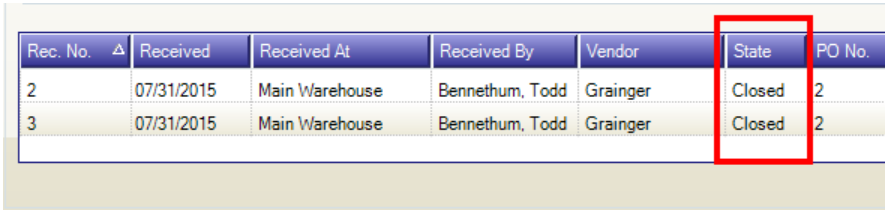

PO Items
Receipts
Record Info
Item No. | Item Description | Received | Receiving Ticket | Received | Received At | Received By
44455 | Scott 10-roll Multipurpos... | 5 | 2 | 07/31/2015 | Main Warehouse | Bennethum, Todd
4 | drill, D-handle, 1/2 in | 1 | 2 | 07/31/2015 | Main Warehouse | Bennethum, Todd
6 | extension cord, 10/3, 50... | 3 | 2 | 07/31/2015 | Main Warehouse | Bennethum, Todd
105 | motor oil, 10W-40, quart... | 2 | 2 | 07/31/2015 | Main Warehouse | Bennethum, Todd

Training Activity #27: Receive Against a Purchase Order (cont'd)

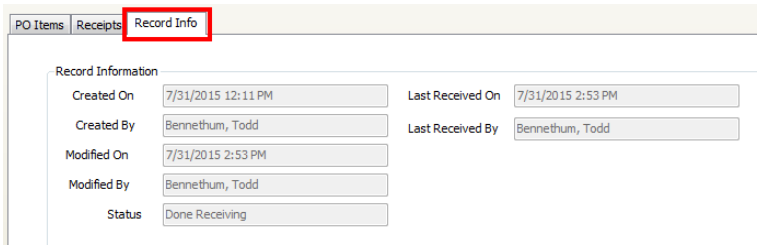
Steps 4-5


Receiving Ticket
3
Keep window open
Order Information
PO No. 2
View PO...
Requisition No.
Vendor Grainger
Grainger
12350 E Arapahoe Road
Suite C
Receiving Information
Received By Bennethum, Todd
Received Date 7/31/2015 2:39:19
Receiving Document
Received At Main Warehouse
Main Warehouse
400 Inverness Parkway
Suite 450
Receive All
Item No | T | Item Description | SKU | Remaining | Received | Actual Price | UOM | Extended
5 | Q | screwdrivers, Phillips, No. 2 x 4" | | 0 | 2 | $11.60 | dolla.. | $23.20
7 | M | Spray Paint, Red, 12 oz. cans | | 0 | 4 | $11.00 | dolla.. | $44.00
Items: 2
Sub Total $67.20
Shipping $33.50
Tax $18.59
Total $119.29
Note

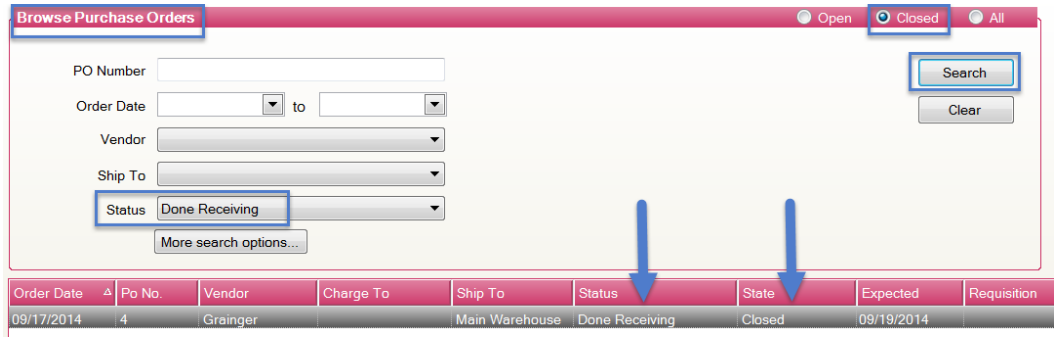
Step 6


Rec. No. | Received | Received At | Received By | Vendor | State | PO No.
2 | 07/31/2015 | Main Warehouse | Bennethum, Todd | Grainger | Closed | 2
3 | 07/31/2015 | Main Warehouse | Bennethum, Todd | Grainger | Closed | 2

Step 7



Step 9


Browse Purchase Orders
Open
Closed
All
PO Number
Order Date to
Vendor
Ship To
Status Done Receiving
More search options...
Search
Clear
Order Date | Po No. | Vendor | Charge To | Ship To | Status | State | Expected | Requisition
09/17/2014 | 4 | Grainger | | Main Warehouse | Done Receiving | Closed | 09/19/2014

Training Activity #27: Receive Against a Purchase Order (cont'd.)

Step 10

ToolWatchInternal-ToddBennethum
Main Warehouse
400 Inverness Parkway
Suite 450
Englewood, CO 80112

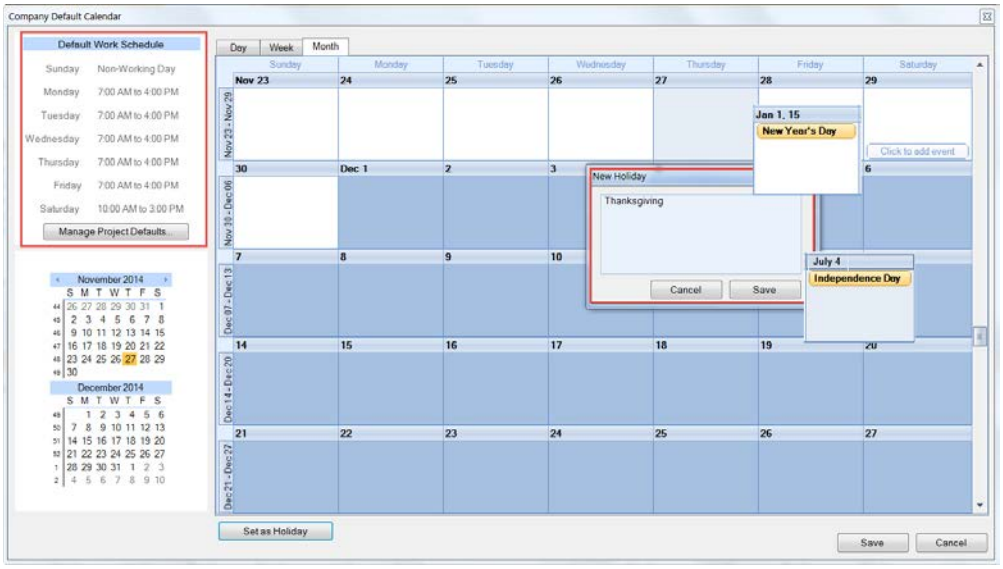
7/31/2015 3:07 PM

Vendor Discrepancy Report
Group by Vendor and PO Sorted by DiscrepancyVendor Grainger

Received Date	Item	Description	Manufacturer	Model	Quantity Received	Order Price	Received At	Discrepancy	Ext. Discrepancy
Vendor: 101 Grainger									
PO: 2									
7/31/2015	7	Spray Paint, Red, 12 oz. cans	Krylon	52101	4	$6.50	$11.00	$4.50	$18.00
7/31/2015	4	drill, D-handle, 1/2 in	DeWalt	DW140	1	$188.00	$195.00	$7.00	$7.00
		PO Total: 2						$11.50	$25.00
		Vendor Total: 2						$11.50	$25.00
REPORT TOTALS:		Report Count: 2						$11.50	$25.00

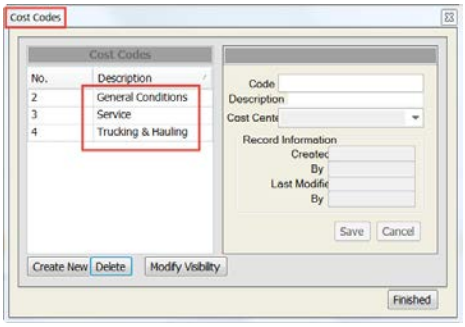
Return to the Activity

Training Activity #28: Create a Company Calendar



Return to the Activity

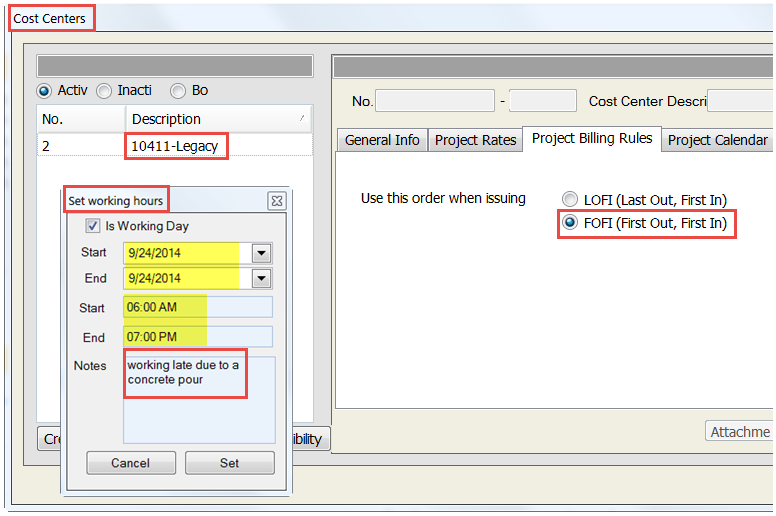
Training Activity #29: Create Cost Codes



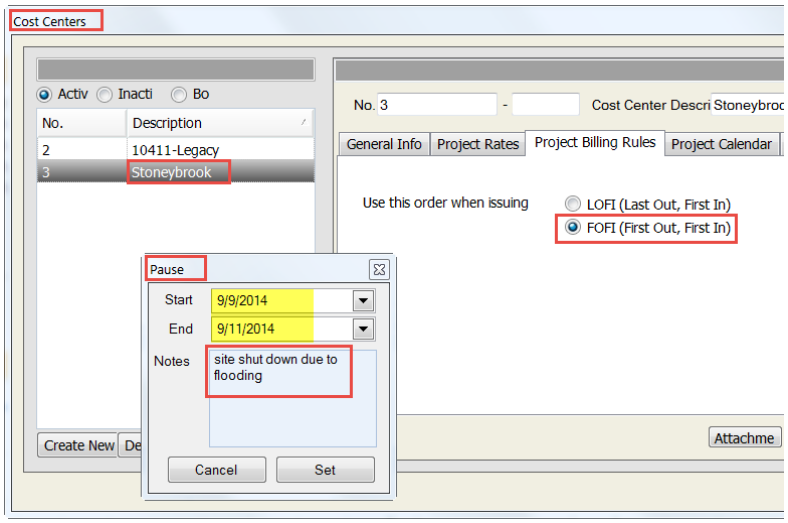
Return to the Activity

Training Activity #30: Create Cost Centers

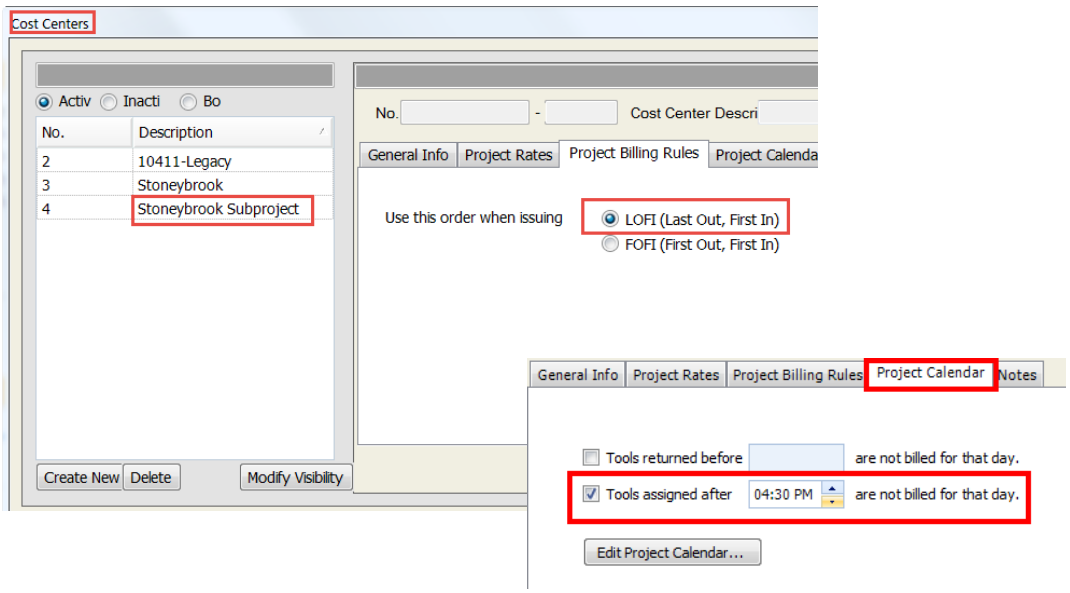
Legacy CC



Stoneybrook CC



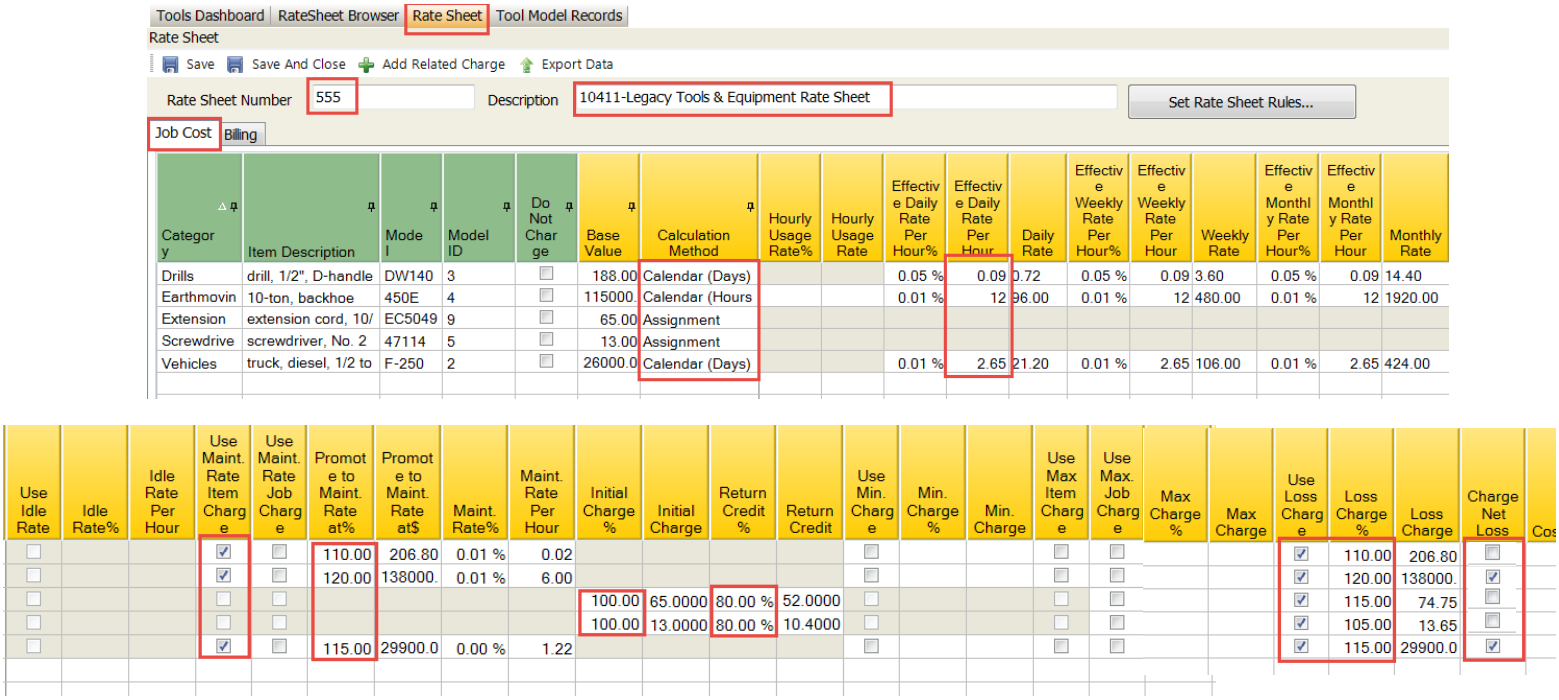
Stoneybrook Subproject CC



Return to the Activity

Training Activity #31: Create Tools & Equipment Rate Sheets

Legacy Rate Sheet #555 - Job Cost Views



Tools Dashboard | RateSheet Browser | Rate Sheet | Tool Model Records

Rate Sheet

Save | Save And Close | Add Related Charge | Export Data

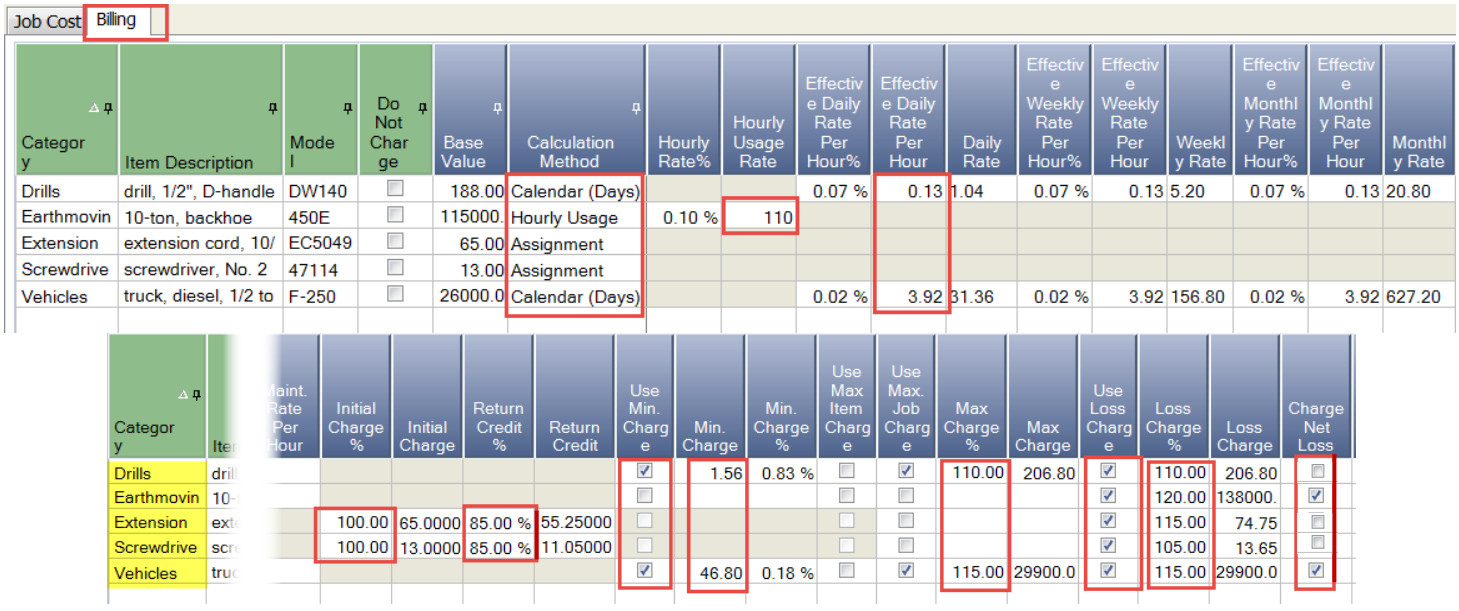
Rate Sheet Number: 555 Description: 10411-Legacy Tools & Equipment Rate Sheet Set Rate Sheet Rules...

Job Cost | Billing

Category	Item Description	Model	Model ID	Do Not Charge	Base Value	Calculation Method	Hourly Usage Rate%	Hourly Usage Rate	Effective Daily Rate Per Hour%	Effective Daily Rate Per Hour	Daily Rate	Effective Weekly Rate Per Hour%	Effective Weekly Rate Per Hour	Weekly Rate	Effective Monthly Rate Per Hour%	Effective Monthly Rate Per Hour	Monthly Rate
Drills	drill, 1/2", D-handle	DW140	3	☐	188.00	Calendar (Days)			0.05 %	0.09	0.72	0.05 %	0.09	3.60	0.05 %	0.09	14.40
Earthmovin	10-ton, backhoe	450E	4	☐	115000.	Calendar (Hours			0.01 %	12	96.00	0.01 %	12	480.00	0.01 %	12	1920.00
Extension	extension cord, 10/	EC5049	9	☐	65.00	Assignment											
Screwdrive	screwdriver, No. 2	47114	5	☐	13.00	Assignment											
Vehicles	truck, diesel, 1/2 to	F-250	2	☐	26000.0	Calendar (Days)			0.01 %	2.65	21.20	0.01 %	2.65	106.00	0.01 %	2.65	424.00

Use Idle Rate	Idle Rate%	Idle Rate Per Hour	Use Maint. Rate Item Charge	Use Maint. Rate Job Charge	Promote to Maint. Rate at%	Promote to Maint. Rate at$	Maint. Rate%	Maint. Rate Per Hour	Initial Charge %	Initial Charge	Return Credit %	Return Credit	Use Min. Charge	Min. Charge %	Min. Charge	Use Max Item Charge	Use Max. Job Charge	Max Charge %	Max Charge	Use Loss Charge	Loss Charge %	Loss Charge	Charge Net Loss	Cos
☐			☑	☐	110.00	206.80	0.01 %	0.02					☐			☐	☐			☑	110.00	206.80	☐	
☐			☑	☐	120.00	138000.	0.01 %	6.00					☐			☐	☐			☑	120.00	138000.	☑	
☐			☐	☐					100.00	65.0000	80.00 %	52.0000	☐			☐	☐			☑	115.00	74.75	☐	
☐			☐	☐					100.00	13.0000	80.00 %	10.4000	☐			☐	☐			☑	105.00	13.65	☐	
☐			☑	☐	115.00	29900.0	0.00 %	1.22					☐			☐	☐			☑	115.00	29900.0	☑	

Legacy Rate Sheet #555 - Billing Views



Job Cost | Billing

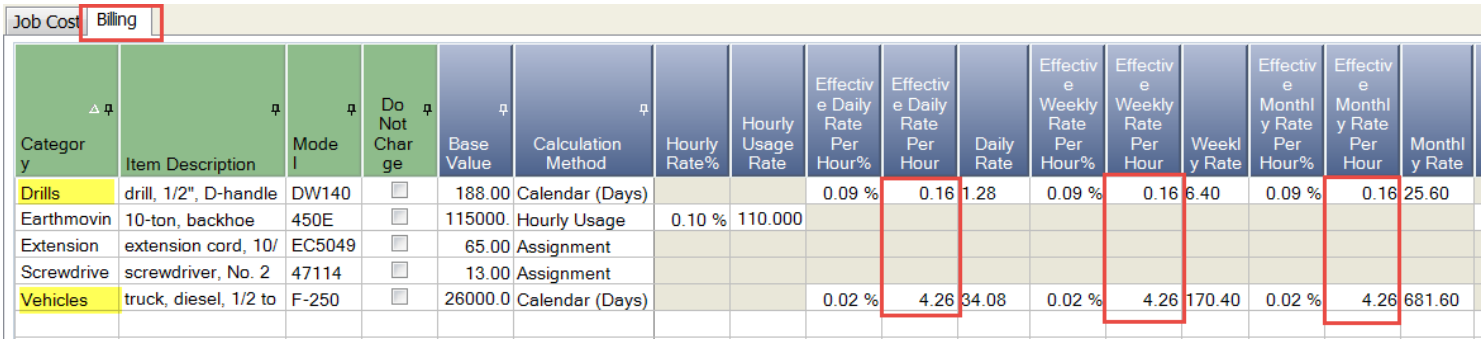
Category	Item Description	Model	Do Not Charge	Base Value	Calculation Method	Hourly Rate%	Hourly Usage Rate	Effective Daily Rate Per Hour%	Effective Daily Rate Per Hour	Daily Rate	Effective Weekly Rate Per Hour%	Effective Weekly Rate Per Hour	Weekly Rate	Effective Monthly Rate Per Hour%	Effective Monthly Rate Per Hour	Monthly Rate
Drills	drill, 1/2", D-handle	DW140	☐	188.00	Calendar (Days)			0.07 %	0.13	1.04	0.07 %	0.13	5.20	0.07 %	0.13	20.80
Earthmovin	10-ton, backhoe	450E	☐	115000.	Hourly Usage	0.10 %	110									
Extension	extension cord, 10/	EC5049	☐	65.00	Assignment											
Screwdrive	screwdriver, No. 2	47114	☐	13.00	Assignment											
Vehicles	truck, diesel, 1/2 to	F-250	☐	26000.0	Calendar (Days)			0.02 %	3.92	31.36	0.02 %	3.92	156.80	0.02 %	3.92	627.20

Category	Item	Maint. Rate Per Hour	Initial Charge %	Initial Charge	Return Credit %	Return Credit	Use Min. Charge	Min. Charge	Min. Charge %	Use Max Item Charge	Use Max. Job Charge	Max Charge %	Max Charge	Use Loss Charge	Loss Charge %	Loss Charge	Charge Net Loss
Drills	dril						☑	1.56	0.83 %	☐	☑	110.00	206.80	☑	110.00	206.80	☐
Earthmovin	10-						☐			☐	☐			☑	120.00	138000.	☑
Extension	ext		100.00	65.0000	85.00 %	55.25000	☐			☐	☐			☑	115.00	74.75	☐
Screwdrive	scr		100.00	13.0000	85.00 %	11.05000	☐			☐	☐			☑	105.00	13.65	☐
Vehicles	tru						☑	46.80	0.18 %	☐	☑	115.00	29900.0	☑	115.00	29900.0	☑

Return to the Activity

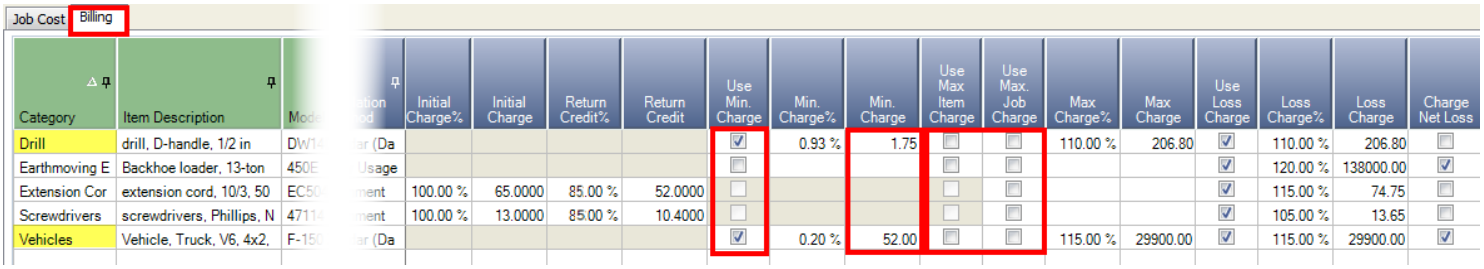
Training Activity #31: Create Tools & Equipment Rate Sheets (cont'd.)

Stoneybrook Rate Sheet #333 – Billing Views



Job Cost | Billing

Category	Item Description	Model	Do Not Charge	Base Value	Calculation Method	Hourly Rate%	Hourly Usage Rate	Effective Daily Rate Per Hour%	Effective Daily Rate Per Hour	Daily Rate	Effective Weekly Rate Per Hour%	Effective Weekly Rate Per Hour	Weekly Rate	Effective Monthly Rate Per Hour%	Effective Monthly Rate Per Hour	Monthly Rate
Drills	drill, 1/2", D-handle	DW140	☐	188.00	Calendar (Days)			0.09 %	0.16	1.28	0.09 %	0.16	6.40	0.09 %	0.16	25.60
Earthmovin	10-ton, backhoe	450E	☐	115000.	Hourly Usage	0.10 %	110.000									
Extension	extension cord, 10/	EC5049	☐	65.00	Assignment											
Screwdrive	screwdriver, No. 2	47114	☐	13.00	Assignment											
Vehicles	truck, diesel, 1/2 to	F-250	☐	26000.0	Calendar (Days)			0.02 %	4.26	34.08	0.02 %	4.26	170.40	0.02 %	4.26	681.60



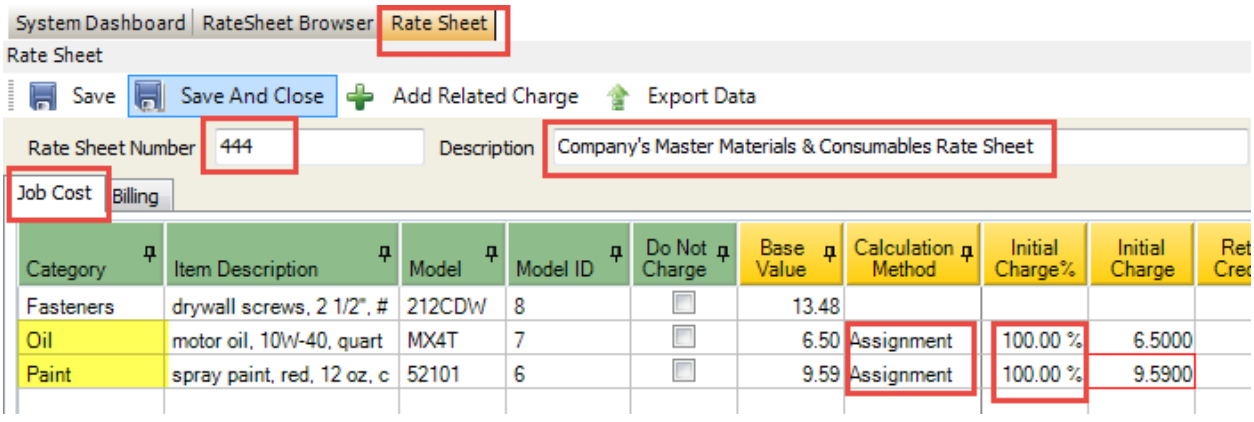
Job Cost | Billing

Category	Item Description	Model	Initial Charge%	Initial Charge	Return Credit%	Return Credit	Use Min. Charge	Min. Charge%	Min. Charge	Use Max Item Charge	Use Max. Job Charge	Max Charge%	Max Charge	Use Loss Charge	Loss Charge%	Loss Charge	Charge Net Loss
Drill	drill, D-handle, 1/2 in	DW14					☑	0.93 %	1.75	☐	☐	110.00 %	206.80	☑	110.00 %	206.80	☐
Earthmoving E	Backhoe loader, 13-ton	450E					☐			☐	☐			☑	120.00 %	138000.00	☑
Extension Cor	extension cord, 10/3, 50	EC50	100.00 %	65.0000	85.00 %	52.0000	☐			☐	☐			☑	115.00 %	74.75	☐
Screwdrivers	screwdrivers, Phillips, N	4711	100.00 %	13.0000	85.00 %	10.4000	☐			☐	☐			☑	105.00 %	13.65	☐
Vehicles	Vehicle, Truck, V6, 4x2,	F-15					☑	0.20 %	52.00	☐	☐	115.00 %	29900.00	☑	115.00 %	29900.00	☑

Return to the Activity

Training Activity #32: Create a Materials & Consumables Rate Sheet

Job Cost View



System Dashboard | RateSheet Browser | Rate Sheet

Rate Sheet

Save | Save And Close | Add Related Charge | Export Data

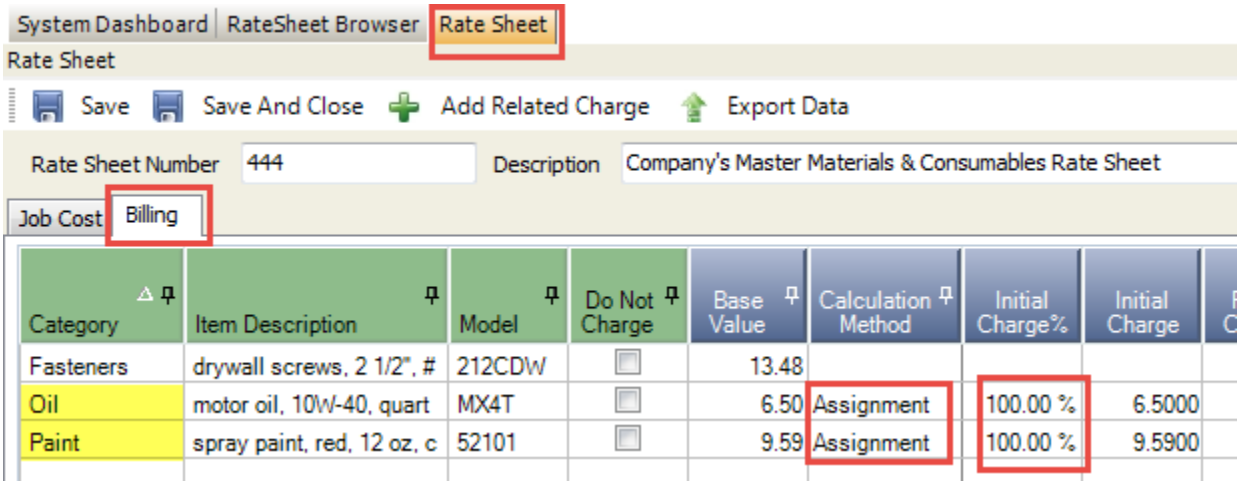
Rate Sheet Number: 444 Description: Company's Master Materials & Consumables Rate Sheet

Job Cost | Billing

Category	Item Description	Model	Model ID	Do Not Charge	Base Value	Calculation Method	Initial Charge%	Initial Charge	Ret Cred
Fasteners	drywall screws, 2 1/2", #	212CDW	8	☐	13.48				
Oil	motor oil, 10W-40, quart	MX4T	7	☐	6.50	Assignment	100.00 %	6.5000	
Paint	spray paint, red, 12 oz, c	52101	6	☐	9.59	Assignment	100.00 %	9.5900	

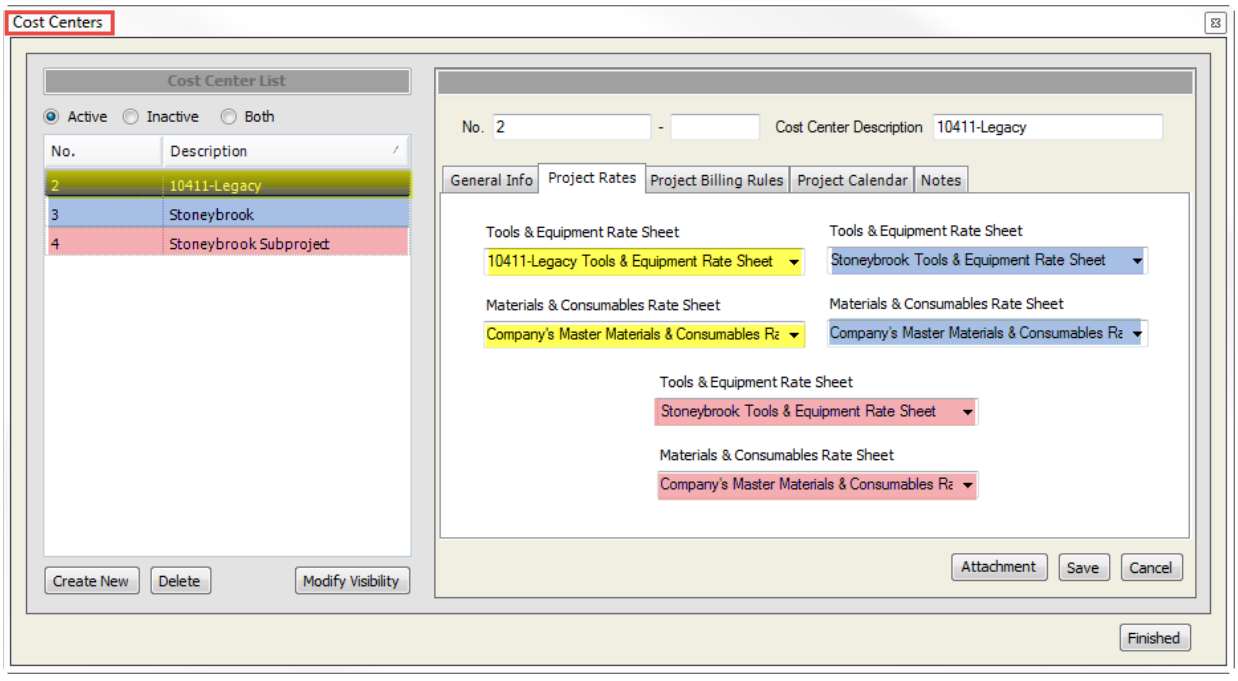
Training Activity #32: Create a Materials Rate Sheet (cont'd)

Billing View



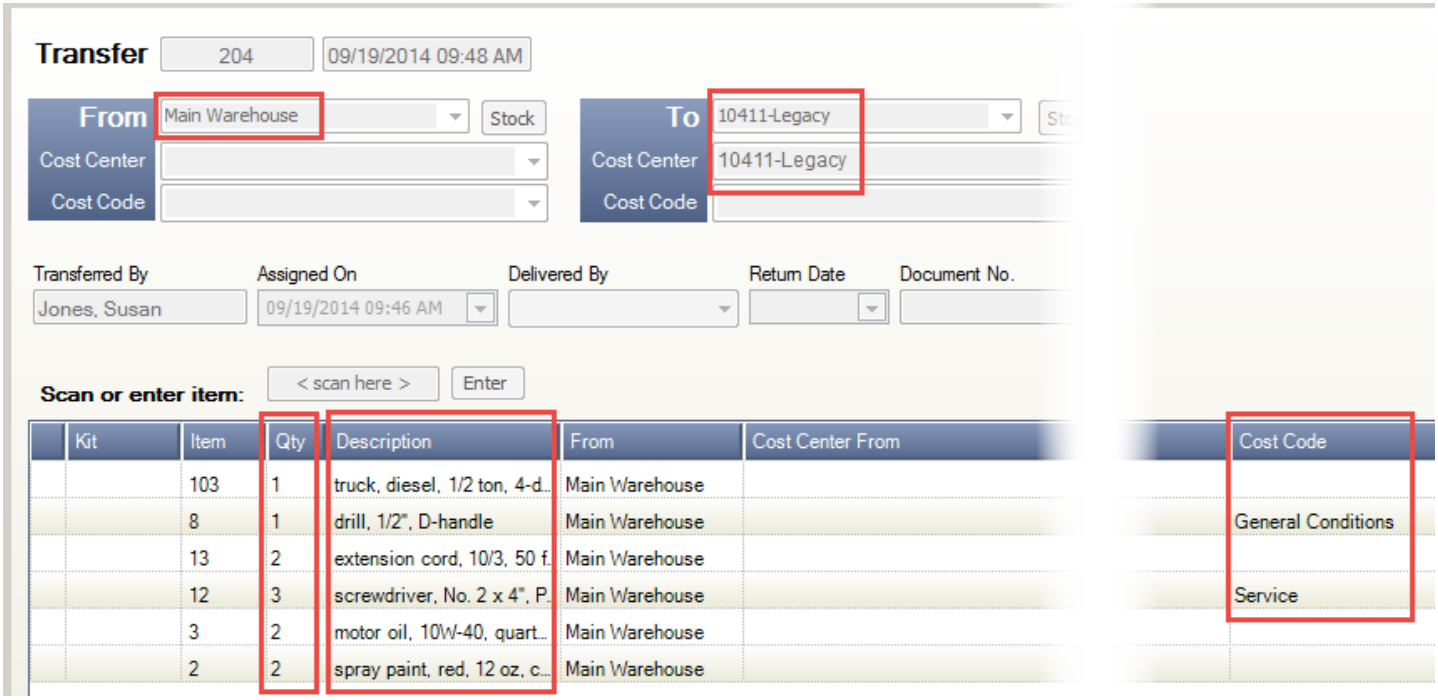
Return to the Activity

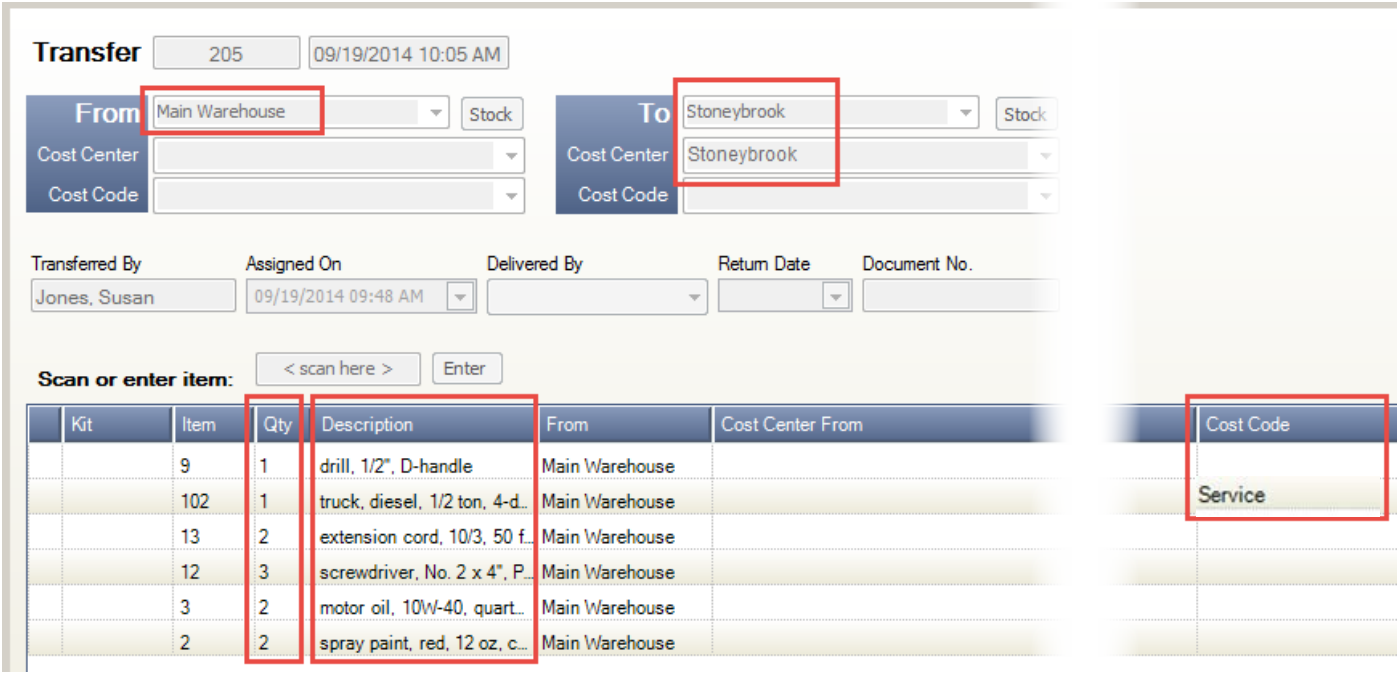
Training Activity #33: Attach Rate Sheets to Cost Center



Return to the Activity

Training Activity #34: Initiate Job Cost and Billing Charges

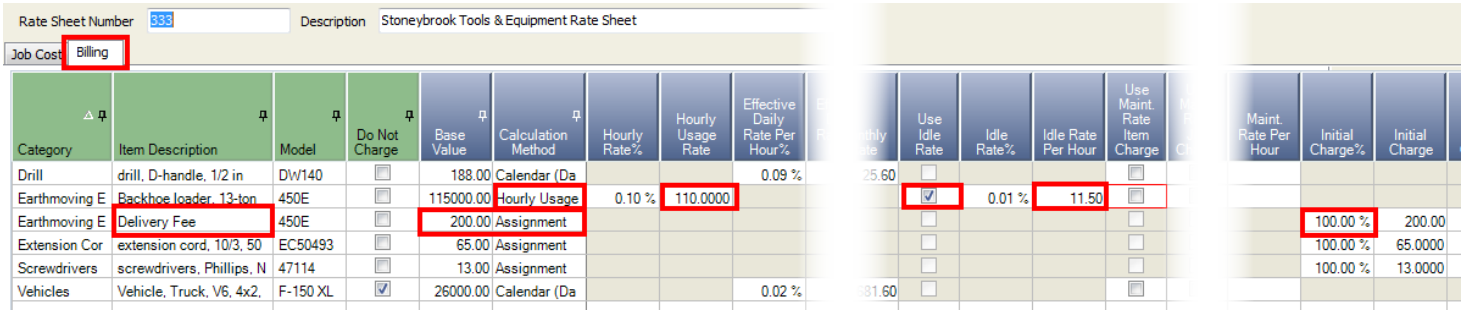




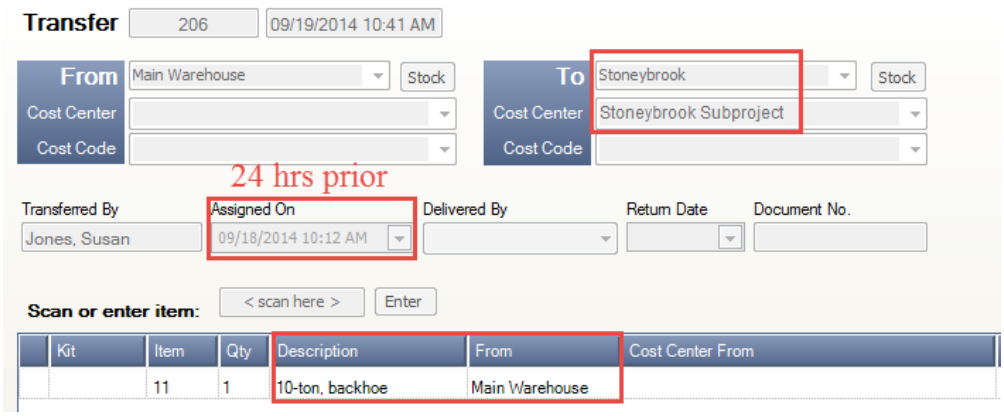
Return to the Activity

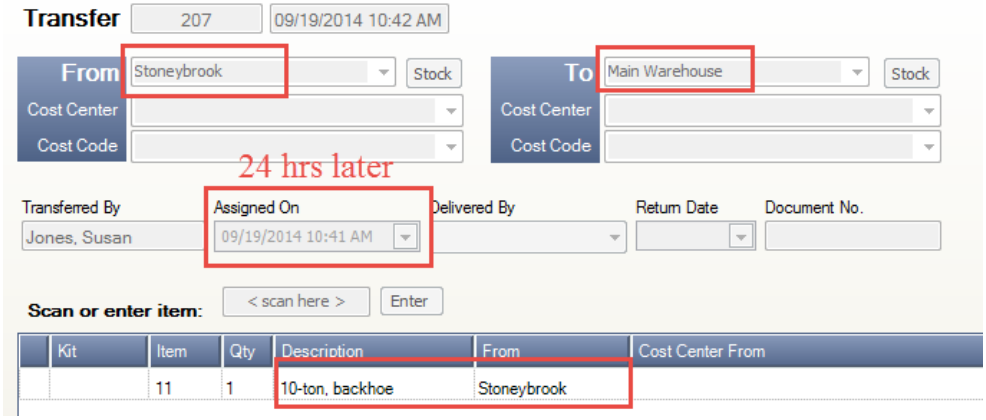
Training Activity #35: The Equipment Usage Charge and Creating a Related Charge

Part One


Rate Sheet Number 333
Description Stoneybrook Tools & Equipment Rate Sheet
Job Cost
Billing
Category
Item Description
Model
Do Not Charge
Base Value
Calculation Method
Hourly Rate%
Hourly Usage Rate
Effective Daily Rate Per Hour%
Use Idle Rate
Idle Rate%
Idle Rate Per Hour
Use Maint. Rate Item Charge
Maint. Rate Per Hour
Initial Charge%
Initial Charge
Drill drill, D-handle, 1/2 in DW140 188.00 Calendar (Da 0.09 %
Earthmoving E Backhoe loader, 13-ton 450E 115000.00 Hourly Usage 0.10 % 110.0000 0.01 % 11.50
Earthmoving E Delivery Fee 450E 200.00 Assignment 100.00 % 200.00
Extension Cor extension cord, 10/3, 50 EC50493 65.00 Assignment 100.00 % 65.0000
Screwdrivers screwdrivers, Phillips, N 47114 13.00 Assignment 100.00 % 13.0000
Vehicles Vehicle, Truck, V6, 4x2, F-150 XL 26000.00 Calendar (Da 0.02 %

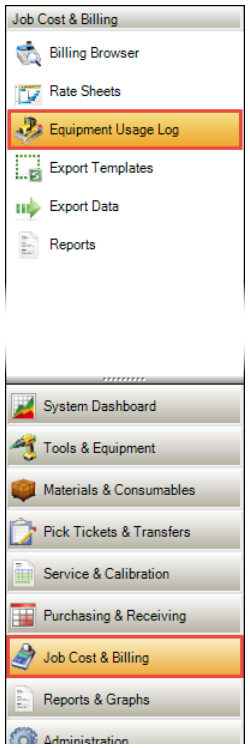
Part Two

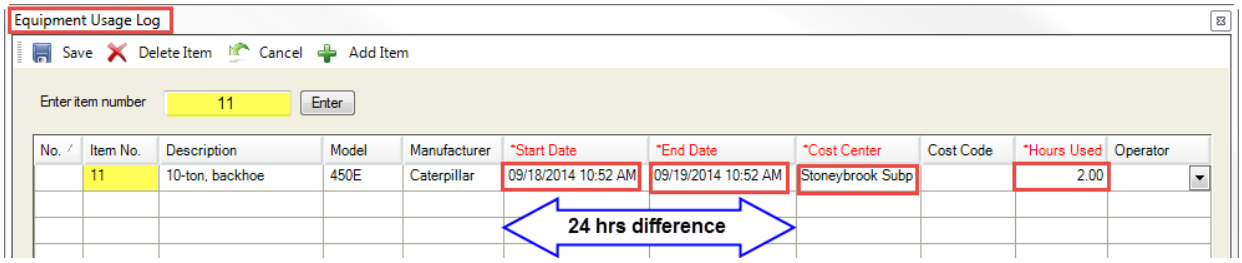




Training Activity #35: The Equipment Usage Charge etc. (cont'd.)

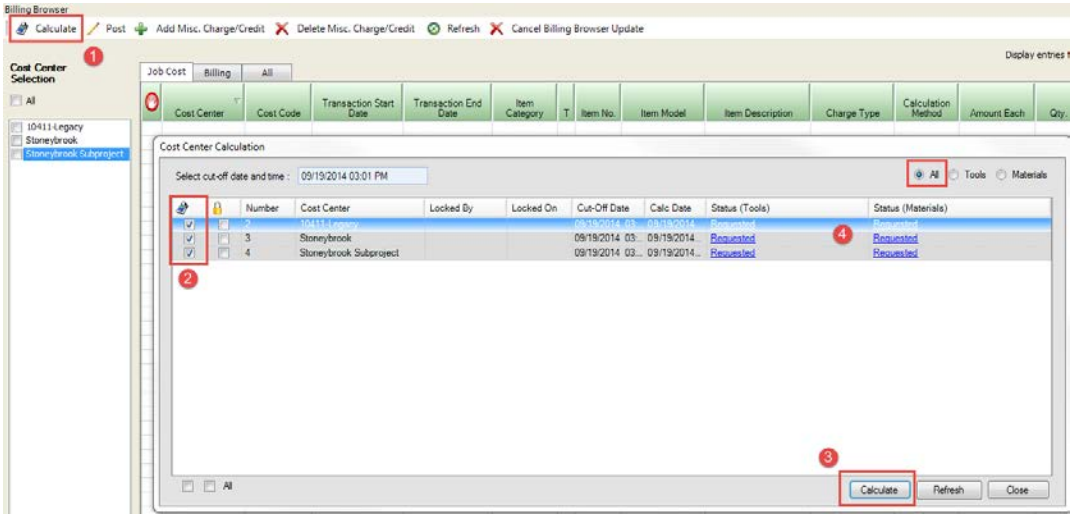
Part Three





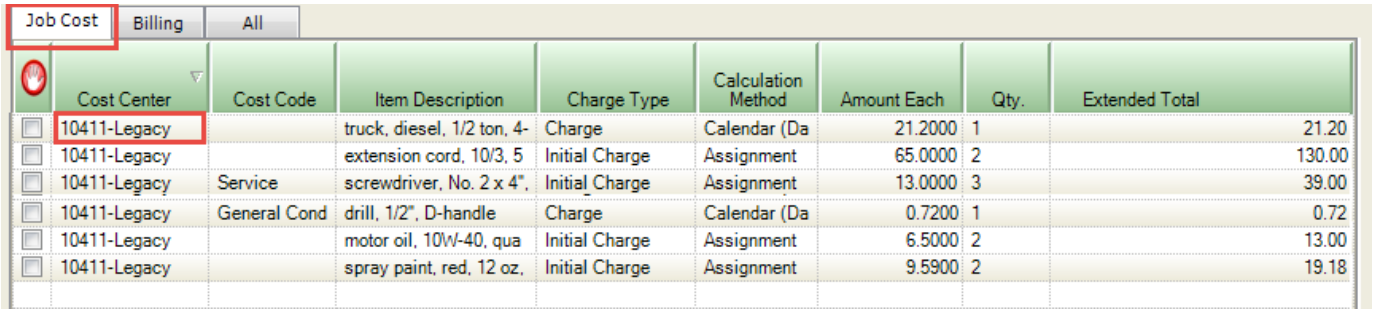
Return to the Activity

Training Activity #36: Calculate & View Un-Posted Job Cost & Billing Charges



Training Activity #36: Calculate/View Un-Posted JC&B Charges (cont'd.)

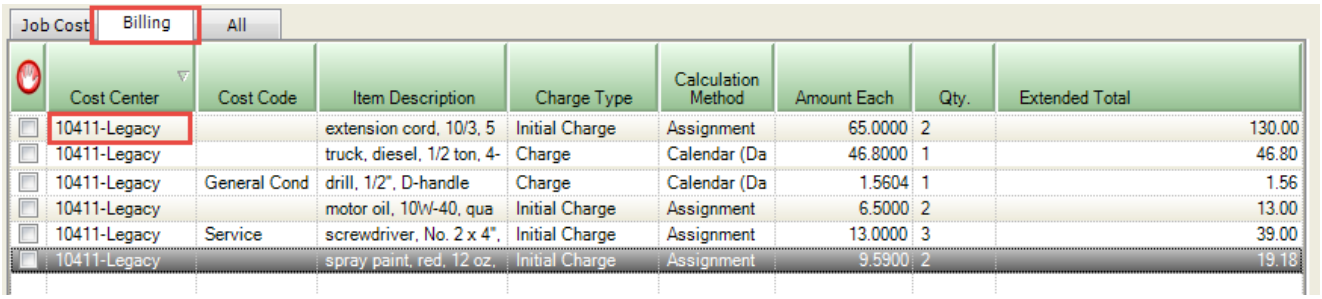
10411-Legacy CC – Job Cost tab



Job Cost | Billing | All

Cost Center	Cost Code	Item Description	Charge Type	Calculation Method	Amount Each	Qty.	Extended Total
10411-Legacy		truck, diesel, 1/2 ton, 4-	Charge	Calendar (Da	21.2000	1	21.20
10411-Legacy		extension cord, 10/3, 5	Initial Charge	Assignment	65.0000	2	130.00
10411-Legacy	Service	screwdriver, No. 2 x 4",	Initial Charge	Assignment	13.0000	3	39.00
10411-Legacy	General Cond	drill, 1/2", D-handle	Charge	Calendar (Da	0.7200	1	0.72
10411-Legacy		motor oil, 10W-40, qua	Initial Charge	Assignment	6.5000	2	13.00
10411-Legacy		spray paint, red, 12 oz,	Initial Charge	Assignment	9.5900	2	19.18

10411-Legacy CC - Billing tab

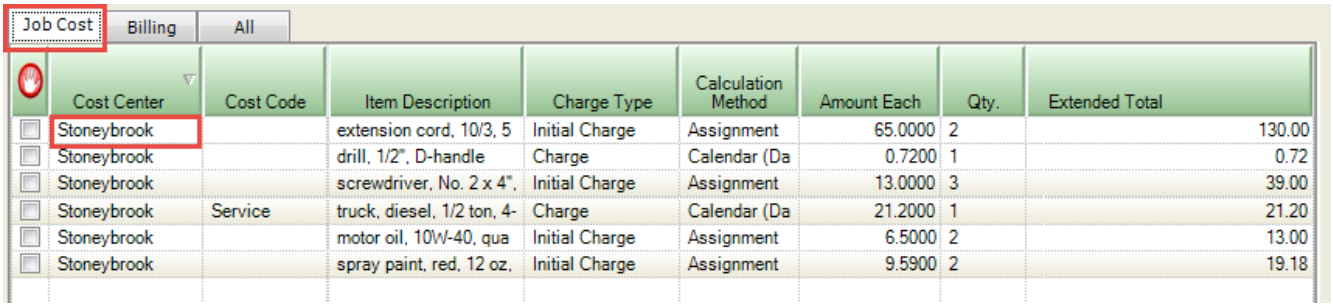


Job Cost | Billing | All

Cost Center	Cost Code	Item Description	Charge Type	Calculation Method	Amount Each	Qty.	Extended Total
10411-Legacy		extension cord, 10/3, 5	Initial Charge	Assignment	65.0000	2	130.00
10411-Legacy		truck, diesel, 1/2 ton, 4-	Charge	Calendar (Da	46.8000	1	46.80
10411-Legacy	General Cond	drill, 1/2", D-handle	Charge	Calendar (Da	1.5604	1	1.56
10411-Legacy		motor oil, 10W-40, qua	Initial Charge	Assignment	6.5000	2	13.00
10411-Legacy	Service	screwdriver, No. 2 x 4",	Initial Charge	Assignment	13.0000	3	39.00
10411-Legacy		spray paint, red, 12 oz,	Initial Charge	Assignment	9.5900	2	19.18

10411-Legacy CC – Billing & Job Costs to Post

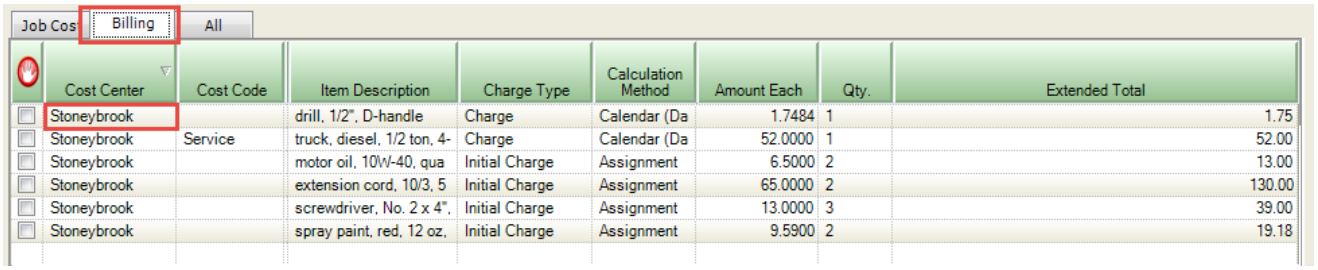
Stoneybrook CC – Job Cost tab



Job Cost | Billing | All

Cost Center	Cost Code	Item Description	Charge Type	Calculation Method	Amount Each	Qty.	Extended Total
Stoneybrook		extension cord, 10/3, 5	Initial Charge	Assignment	65.0000	2	130.00
Stoneybrook		drill, 1/2", D-handle	Charge	Calendar (Da	0.7200	1	0.72
Stoneybrook		screwdriver, No. 2 x 4",	Initial Charge	Assignment	13.0000	3	39.00
Stoneybrook	Service	truck, diesel, 1/2 ton, 4-	Charge	Calendar (Da	21.2000	1	21.20
Stoneybrook		motor oil, 10W-40, qua	Initial Charge	Assignment	6.5000	2	13.00
Stoneybrook		spray paint, red, 12 oz,	Initial Charge	Assignment	9.5900	2	19.18

Stoneybrook CC - Billing tab



Job Cos | Billing | All

Cost Center	Cost Code	Item Description	Charge Type	Calculation Method	Amount Each	Qty.	Extended Total
Stoneybrook		drill, 1/2", D-handle	Charge	Calendar (Da	1.7484	1	1.75
Stoneybrook	Service	truck, diesel, 1/2 ton, 4-	Charge	Calendar (Da	52.0000	1	52.00
Stoneybrook		motor oil, 10W-40, qua	Initial Charge	Assignment	6.5000	2	13.00
Stoneybrook		extension cord, 10/3, 5	Initial Charge	Assignment	65.0000	2	130.00
Stoneybrook		screwdriver, No. 2 x 4",	Initial Charge	Assignment	13.0000	3	39.00
Stoneybrook		spray paint, red, 12 oz,	Initial Charge	Assignment	9.5900	2	19.18

Training Activity #36: Calculate/View Un-Posted JC&B Charges (cont'd.)

Stoneybrook CC – Billing & Job Costs to Post

Billing Amount to post: $254.93 Job Cost Amount to post: $223.10

Stoneybrook Subproject CC – Job Cost tab

Job Cost | Billing | All

Cost Center	Cost Code	Item Description	Charge Type	Calculation Method	Amount Each	Qty.	Extended Total
Stoneybrook Sub		10-ton, backhoe	Charge	Calendar (Ho	96.0000	1	96.00

Stoneybrook Subproject CC – Job Cost tab – Transactional Detail

Transaction Detail

Cost Center Information

Cost Center	Cost Code	Rate Sheet Name	
Stoneybrook Subproject		Stoneybrook Tools Equipment Rate Sheet	
Rate Sheet Type	**Rate Sheet ID**	**Calculated On**	**Cut Off Date**
Tools Equipment	333	9/19/2014 12:32 PM	9/19/2014 12:32 PM

Item Information

Item Type	Category	Item No.	Description	Item Calculation Method
T	Earthmoving Equip 11 t		10-ton, backhoe	Calendar (Hourly)

Effective Usage & Rate Information

Effective Duration				Potential Hours	Chargeable Hours	Item Rate Level	Item Effective Rate / Hr.
Months	Weeks	Days	Hours				
0.0000	0.0000	0.0000	8.0000	8.0000	8.0000	Daily	$12.00

Charges

Charge Type	Qty.	Ammount Each	Extended Total
Charge	1	$96.00	$96.00

Transaction Information

Type	Start Date	ID	From	To
Transfer	9/18/2014 12:10 PM	216	Main Warehouse	Stoneybrook
Type	**End Date**	**ID**	**From**	**To**
Transfer	9/19/2014 10:41 AM	207	Stoneybrook	Main Warehouse

Close

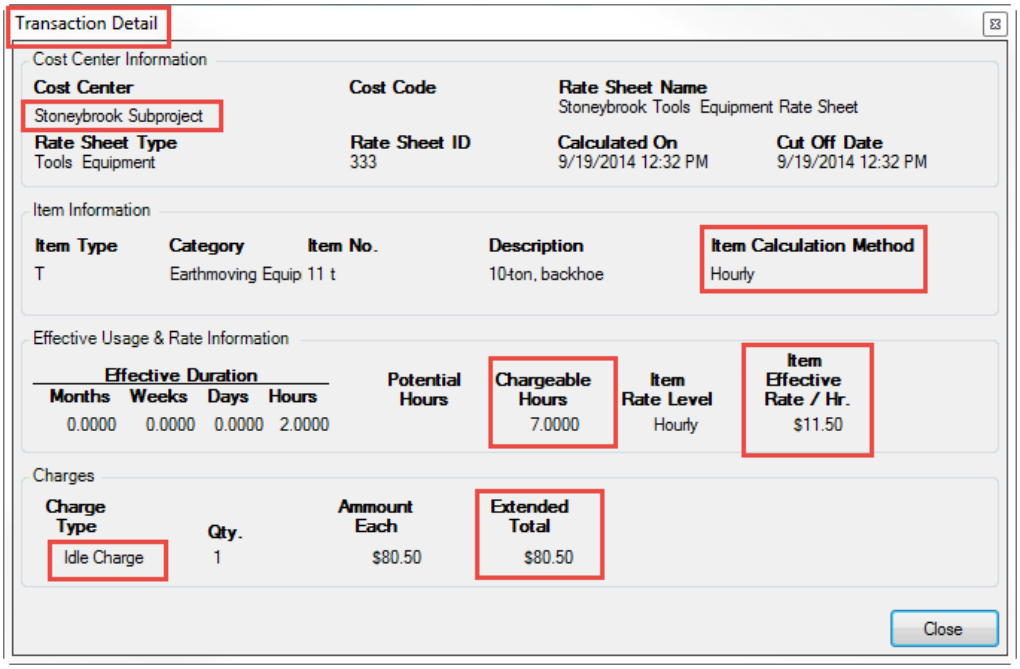
Stoneybrook Subproject CC – Billing tab

Job Cost | Billing | All

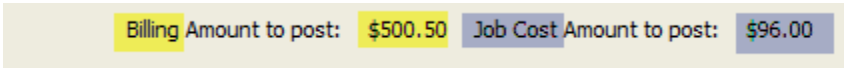
Cost Center	Cost Code	Item Description	Charge Type	Calculation Method	Amount Each	Qty.	Extended Total
Stoneybrook Sub		10-ton, backhoe	Hourly Usage	Hourly	220.0000	1	220.00
Stoneybrook Sub		10-ton, backhoe	Idle Charge	Hourly	80.5000	1	80.50
Stoneybrook Sub		Delivery Fee	Initial Charge	Assignment	200.0000	1	200.00

Training Activity #36: Calculate/View Un-Posted JC&B Charges (cont'd.)

Stoneybrook Subproject CC – Billing tab – Idle Charge - Transactional Detail



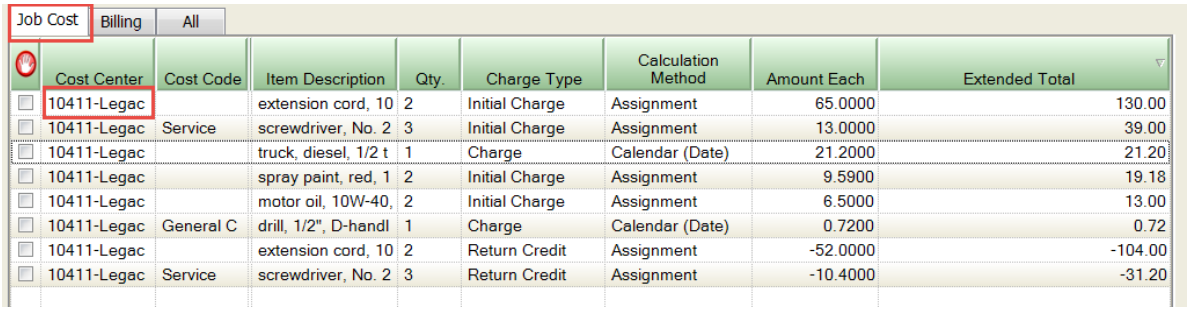
Stoneybrook Subproject CC – Billing & Job Costs to Post



Return to the Activity

Training Activity #37: Stop & View Un-Posted Job Cost & Billing Charges

10411-Legacy CC – Job Cost tab



Cost Center	Cost Code	Item Description	Qty.	Charge Type	Calculation Method	Amount Each	Extended Total
10411-Legac		extension cord, 10	2	Initial Charge	Assignment	65.0000	130.00
10411-Legac	Service	screwdriver, No. 2	3	Initial Charge	Assignment	13.0000	39.00
10411-Legac		truck, diesel, 1/2 t	1	Charge	Calendar (Date)	21.2000	21.20
10411-Legac		spray paint, red, 1	2	Initial Charge	Assignment	9.5900	19.18
10411-Legac		motor oil, 10W-40,	2	Initial Charge	Assignment	6.5000	13.00
10411-Legac	General C	drill, 1/2", D-handl	1	Charge	Calendar (Date)	0.7200	0.72
10411-Legac		extension cord, 10	2	Return Credit	Assignment	-52.0000	-104.00
10411-Legac	Service	screwdriver, No. 2	3	Return Credit	Assignment	-10.4000	-31.20

Training Activity #37: Stop & View Un-Posted JC&B Charges (cont'd.)

10411-Legacy CC – Billing tab

Job Cost | Billing | All

Cost Center	Cost Code	Item Description	Qty.	Charge Type	Calculation Method	Amount Each	Extended Total
10411-Legac		extension cord, 10	2	Initial Charge	Assignment	65.0000	130.00
10411-Legac		truck, diesel, 1/2 t	1	Charge	Calendar (Dat	46.8000	46.80
10411-Legac	Service	screwdriver, No. 2	3	Initial Charge	Assignment	13.0000	39.00
10411-Legac		spray paint, red, 1	2	Initial Charge	Assignment	9.5900	19.18
10411-Legac		motor oil, 10W-40,	2	Initial Charge	Assignment	6.5000	13.00
10411-Legac	General C	drill, 1/2", D-handl	1	Charge	Calendar (Dat	1.5604	1.56
10411-Legac		extension cord, 10	2	Return Credit	Assignment	-55.2500	-110.50
10411-Legac	Service	screwdriver, No. 2	3	Return Credit	Assignment	-11.0500	-33.15

10411-Legacy CC – Billing & Job Costs to Post

Billing Amount to post: $105.89 Job Cost Amount to post: $87.90

Stoneybrook CC – Job Cost tab

Job Cost | Billing | All

Cost Center	Cost Code	Item Description	Qty.	Charge Type	Calculation Method	Amount Each	Extended Total
Stoneybrook		extension cord, 10	2	Initial Charge	Assignment	65.0000	130.00
Stoneybrook		screwdriver, No. 2	3	Initial Charge	Assignment	13.0000	39.00
Stoneybrook	Service	truck, diesel, 1/2 t	1	Charge	Calendar (Date)	21.2000	21.20
Stoneybrook		spray paint, red, 1	2	Initial Charge	Assignment	9.5900	19.18
Stoneybrook		motor oil, 10W-40,	2	Initial Charge	Assignment	6.5000	13.00
Stoneybrook		drill, 1/2", D-handl	1	Charge	Calendar (Date)	0.7200	0.72
Stoneybrook		extension cord, 10	2	Return Credit	Assignment	-52.0000	-104.00
Stoneybrook		screwdriver, No. 2	3	Return Credit	Assignment	-10.4000	-31.20

Stoneybrook CC – Billing tab

Job Cost | Billing | All

Cost Center	Cost Code	Item Description	Qty.	Charge Type	Calculation Method	Amount Each	Extended Total
Stoneybrook		extension cord, 10	2	Initial Charge	Assignment	65.0000	130.00
Stoneybrook	Service	truck, diesel, 1/2 t	1	Charge	Calendar (Dat	52.0000	52.00
Stoneybrook		screwdriver, No. 2	3	Initial Charge	Assignment	13.0000	39.00
Stoneybrook		spray paint, red, 1	2	Initial Charge	Assignment	9.5900	19.18
Stoneybrook		motor oil, 10W-40,	2	Initial Charge	Assignment	6.5000	13.00
Stoneybrook		drill, 1/2", D-handl	1	Charge	Calendar (Dat	1.7484	1.75
Stoneybrook		extension cord, 10	2	Return Credit	Assignment	-55.2500	-110.50
Stoneybrook		screwdriver, No. 2	3	Return Credit	Assignment	-11.0500	-33.15

Stoneybrook CC – Billing & Job Costs to Post

Billing Amount to post: $111.28 Job Cost Amount to post: $87.90

Return to the Activity

Training Activity #38: Reporting & Miscellaneous Adjustments

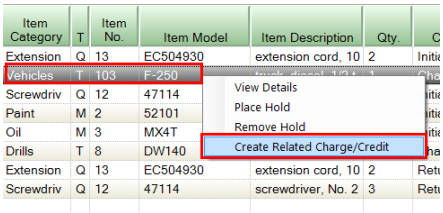
Un-Posted Billing Detail (All) Report

Main Warehouse
400 Inverness Pkwy
Ste 450
Englewood, CO 80112

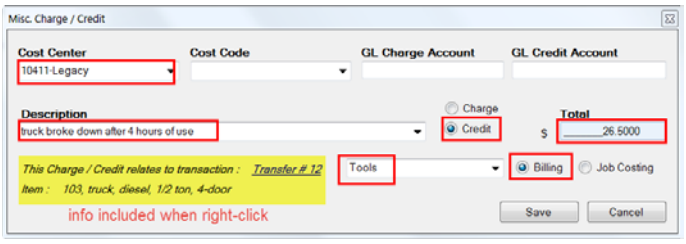
Unposted Billing Detail (All)
Cost Center 10411-Legacy

9/20/2014 12:36 PM
Report ID: U-B-D-001
Charge Type: All
For Activity Transaction Dates To 9/20/2014 Transaction Dates From 9/20/2014

Model No.	Model	Description	Calculation Method	Billing on Hold Quantity	Billing on Hold Amount	Ready to Post Quantity	Ready to Post Amount	Totals Quantity	Totals Amount
Cost Center: 2 10411-Legacy									
3	DW140	drill, 1/2", D-handle	Calendar (Date)	0	$0.00	1	$1.56	1	$1.56
9	EC504930	extension cord, 10/3, 50 ft unit	Assignment	0	$0.00	2	$19.50	2	$19.50
7	MX4T	motor oil, 10W-40, quart containers	Assignment	0	$0.00	2	$13.00	2	$13.00
5	47114	screwdriver, No. 2 x 4", Phillips	Assignment	0	$0.00	3	$5.85	3	$5.85
6	52101	spray paint, red, 12 oz, can	Assignment	0	$0.00	2	$19.18	2	$19.18
2	F-250	truck, diesel, 1/2 ton, 4-door	Calendar (Date)	0	$0.00	1	$46.80	1	$46.80
			Cost Center Totals		$0.00		$105.89		$105.89
REPORT TOTALS									
			Grand Totals		$0.00		$105.89		$105.89



Create *Misc Charge/Credit* by right-clicking on *Vehicles* line



10411-Legacy CC – Billing tab

Job Cost | Billing | All

Cost Center	Cost Code	Item Description	Qty.	Charge Type	Calculation Method	Amount Each	Extended Total
10411-Legac		extension cord, 10	2	Initial Charge	Assignment	65.0000	130.00
10411-Legac		truck, diesel, 1/2 t	1	Charge	Calendar (Dat	46.8000	46.80
10411-Legac	Service	screwdriver, No. 2	3	Initial Charge	Assignment	13.0000	39.00
10411-Legac		spray paint, red, 1	2	Initial Charge	Assignment	9.5900	19.18
10411-Legac		motor oil, 10W-40,	2	Initial Charge	Assignment	6.5000	13.00
10411-Legac	General C	drill, 1/2", D-handl	1	Charge	Calendar (Dat	1.5604	1.56
10411-Legac		extension cord, 10	2	Return Credit	Assignment	-55.2500	-110.50
10411-Legac	Service	screwdriver, No. 2	3	Return Credit	Assignment	-11.0500	-33.15
10411-Legac		truck broke down	1	Misc. Credit		-26.5000	-26.50

Training Activity #38: Reporting & Miscellaneous Adjustments (cont'd.)

10411-Legacy CC – Billing & Job Costs to Post

Billing Amount to post: $79.39 Job Cost Amount to post: $87.90

Return to the Activity

Training Activity #39: Post Job Cost & Billing Transactions

10411 Legacy CC - Posted Billing Detail (All) Report

Main Warehouse
400 Inverness Pkwy
Ste 450
Englewood, CO 80112

Posted Billing Detail (All)
Cost Center 10411-Legacy

9/20/2014 1:20 PM
Report ID: P-B-D-001
Charge Type: All
For Activity Posting Dates To 9/20/2014
Posting Dates From 9/20/2014

Model No.	Model	Description	Calculation Method	Posted to Date Quantity	Posted to Date Amount
Cost Center: 2 10411-Legacy					
3	DW140	drill, 1/2", D-handle	Calendar (Date)	1	$1.56
9	EC504930	extension cord, 10/3, 50 ft unit	Assignment	2	$19.50
7	MX4T	motor oil, 10W-40, quart containers	Assignment	2	$13.00
5	47114	screwdriver, No. 2 x 4", Phillips	Assignment	3	$5.85
6	52101	spray paint, red, 12 oz, can	Assignment	2	$19.18
2	F-250	truck broke down after 4 hours of use	None	1	($26.50)
2	F-250	truck, diesel, 1/2 ton, 4-door	Calendar (Date)	1	$46.80
			Cost Center Totals		$79.39
REPORT TOTALS					
			Grand Totals		$79.39

Stoneybrook CC - Posted Billing Summary (All) Report

Main Warehouse
400 Inverness Pkwy
Ste 450
Englewood, CO 80112

Posted Billing Summary (All)
Cost Center Stoneybrook

9/20/2014 1:21 PM
Report ID: P-B-S-001
Charge Type: All
For Activity Posting Dates To 9/20/2014
Posting Dates From 9/20/2014

Cost Center	Posted to Date
Cost Center: 3 Stoneybrook	
Materials & Consumables	32.18
Tools & Equipment	79.10
Adjustments & Misc. Charges	0.00
Cost Center Totals	111.28
REPORT TOTALS	
Materials & Consumables	32.18
Tools & Equipment	79.10
Adjustments & Misc. Charges	0.00
Grand Totals	111.28

Training Activity #39: Post Job Cost & Billing Transactions (cont'd.)

Stoneybrook Subproject CC - Posted Billing Transaction (All) Report

ToolWatch Training Center
National HQ

Posted Billing Transactions (All)
Cost Center Stonybrook subproject

9/22/2014 6:04 PM
Report ID: P-B-T-001
Charge Type: All
For Activity Posting Dates To 9/22/2014
Posting Dates From 9/19/2014

6065 -- Stonybrook subproject — **Cut-off:** 9/22/2014 — **Calc Date:** 9/22/2014
Rates: 555 10411-Legacy Tools & Eqpmnt Rate Sheet

Category/Type: Earthmoving Equip., Heavy
Item: 31145 — Description: Delivery Fee
Transaction: — Assigned To: — Trans Type:
Potential Hrs In Prd: 0
Trans Start Date: 9/19/2014 05:43 PM
Trans End Date: 9/22/2014 05:43 PM
Accrued Charges Ea: $0.00

Calc. Method: Assignment — Rate Level: — Eff. Rate/Hr: $0.00
Qty: 1 — Track Mthd: Unique — GL Charge: — GL Credit:
Initial Charge: 0.00 — Cost Code: None
Ttl Chgbl Hrs: $200.00
Min. Chg Ea: $0.00
Max. Chg Ea: $0.00

Effective Duration:	Months	Weeks	Days	Hours
	0.00	0.00	0.00	0.00

Total Charge: $200.00

6065 -- Stonybrook subproject — **Cut-off:** 9/22/2014 — **Calc Date:** 9/22/2014
Rates: 555 10411-Legacy Tools & Eqpmnt Rate Sheet

Category/Type: Earthmoving Equip., Heavy
Item: 31145 — Description: Earthmoving Equip., Backhoe
Transaction: — Assigned To: — Trans Type:
Potential Hrs In Prd: 0
Trans Start Date: 9/19/2014 05:43 PM
Trans End Date: 9/22/2014 05:43 PM
Accrued Charges Ea: $0.00

Calc. Method: Hourly — Rate Level: Hourly — Eff. Rate/Hr: $110.00
Qty: 1 — Track Mthd: Unique — GL Charge: — GL Credit:
Hourly Usage: 2.00 — Cost Code: None
Ttl Chgbl Hrs: $220.00
Min. Chg Ea: $0.00
Max. Chg Ea: $0.00

Effective Duration:	Months	Weeks	Days	Hours
	0.00	0.00	0.00	2.00

Total Charge: $220.00

Item: 31145 — Description: Earthmoving Equip., Backhoe
Transaction: — Assigned To: — Trans Type:
Potential Hrs In Prd: 0
Trans Start Date: 9/19/2014 05:43 PM
Trans End Date: 9/22/2014 05:43 PM
Accrued Charges Ea: $0.00

Calc. Method: Hourly — Rate Level: Hourly — Eff. Rate/Hr: $11.50
Qty: 1 — Track Mthd: Unique — GL Charge: — GL Credit:
Idle Charge: 12.00 — Cost Code: None
Ttl Chgbl Hrs: $138.00
Min. Chg Ea: $0.00
Max. Chg Ea: $0.00

Effective Duration:	Months	Weeks	Days	Hours
	0.00	0.00	0.00	2.00

Total Charge: $138.00

6065 -- Stonybrook subproject — **Cut-off:** 9/22/2014 — **Calc Date:** 9/22/2014
Rates: 555 10411-Legacy Tools & Eqpmnt Rate Sheet

Cost Center Total: $558.00

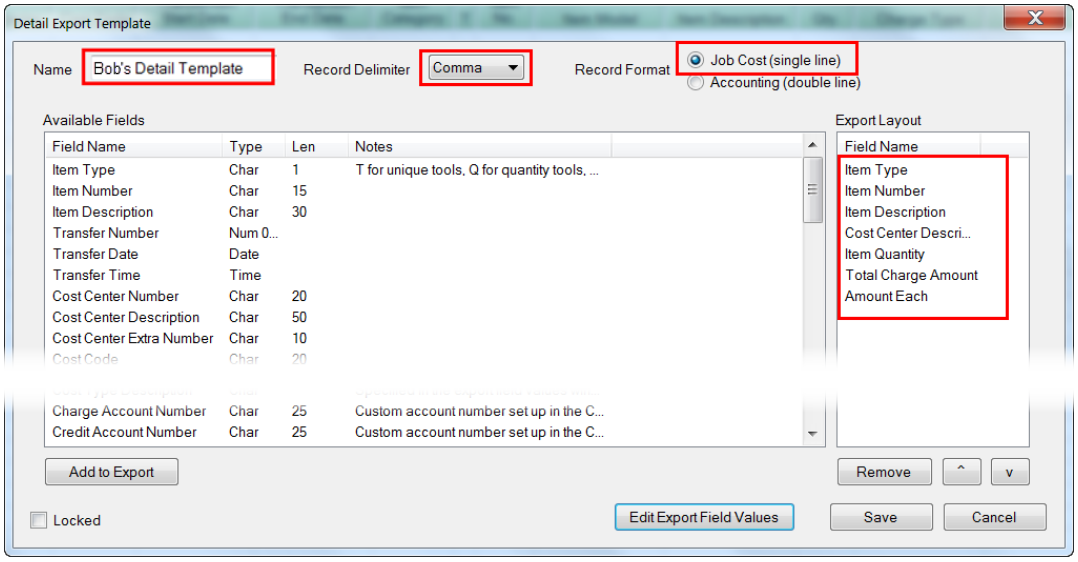
REPORT TOTALS

Grand Total: $558.00

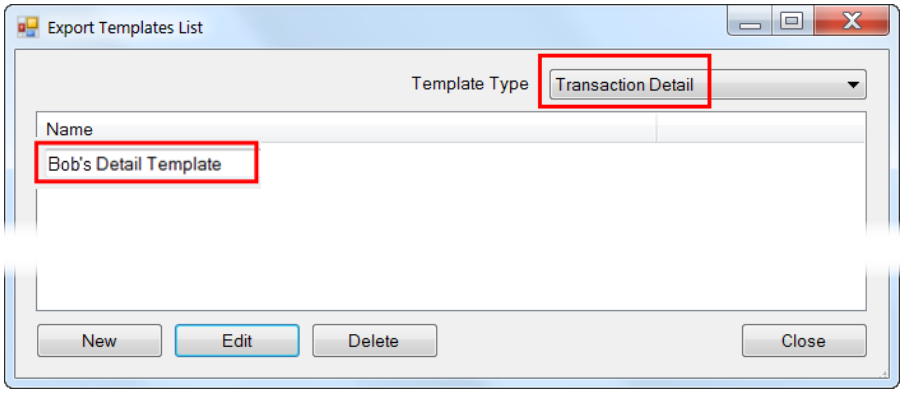
Return to the Activity

Training Activity #40: Post Job Cost & Billing Transactions

Custom Export Template - Details



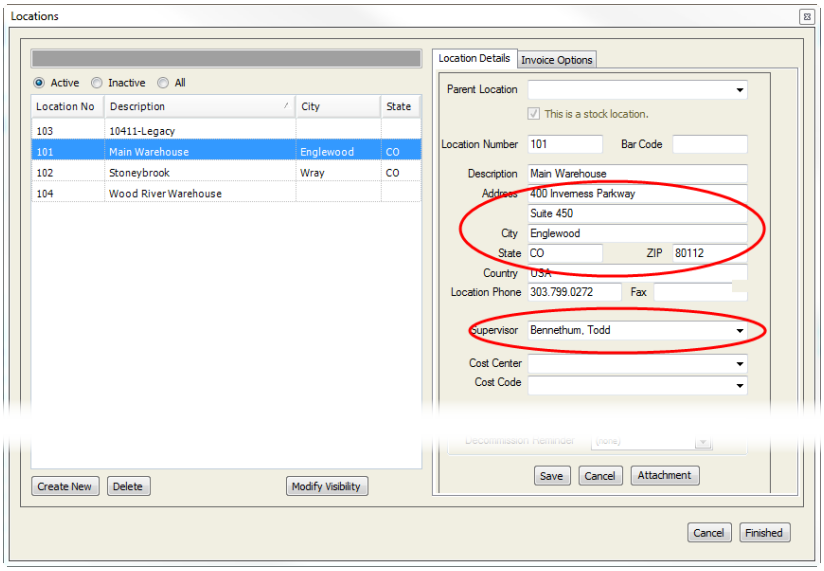
Export Template List



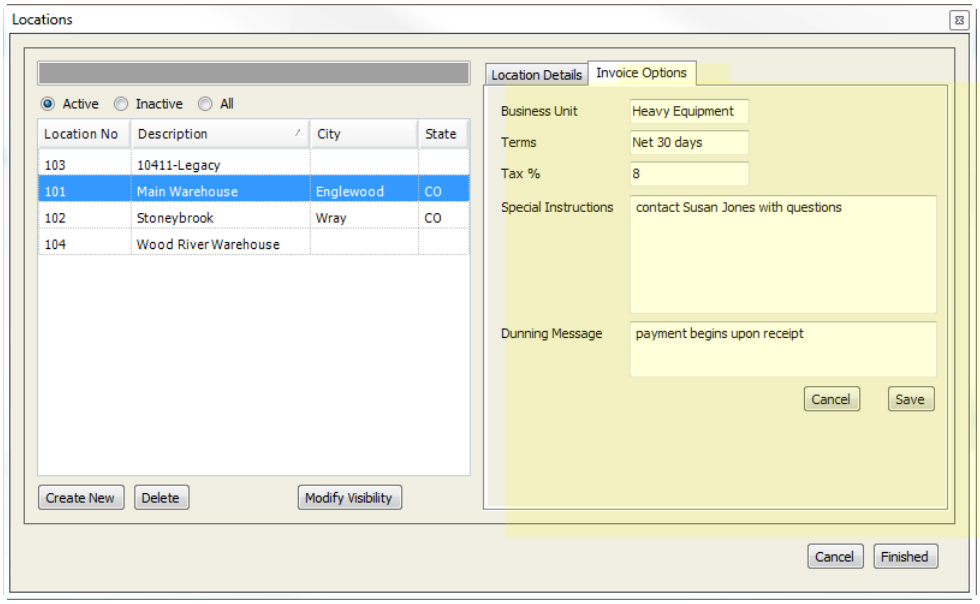
Return to the Activity

Training Activity #41: Generate an Invoice

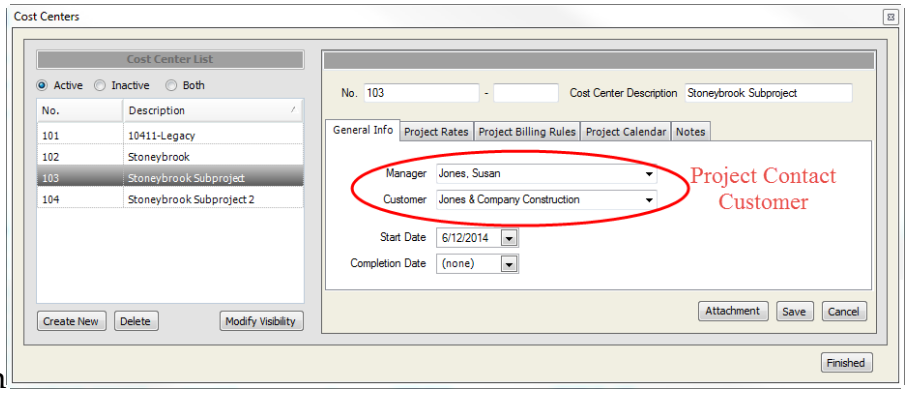
Remit To information



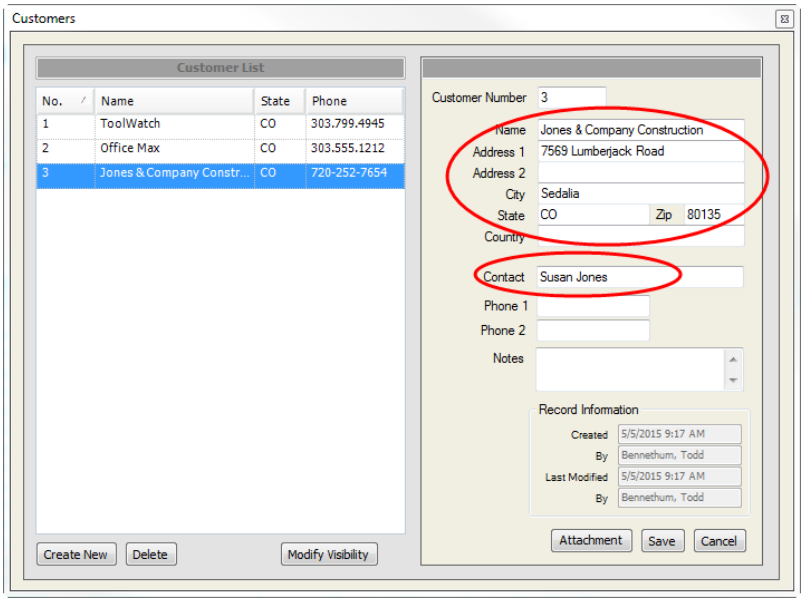
Invoice Options tab



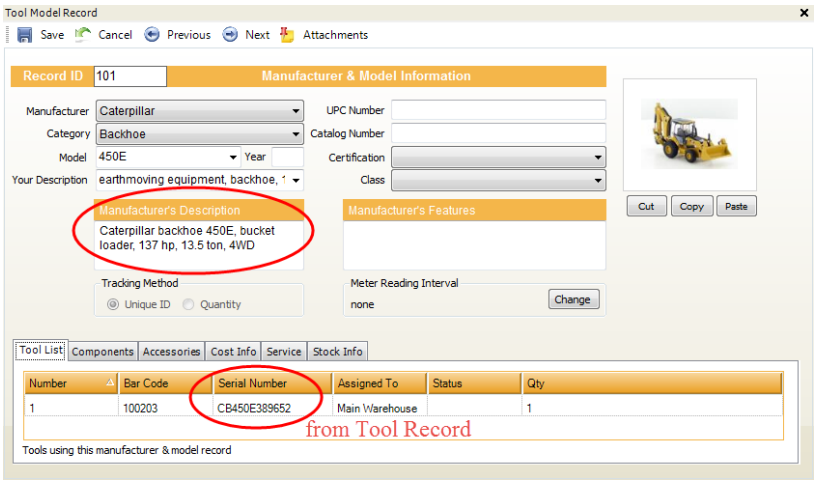
Cost Center information



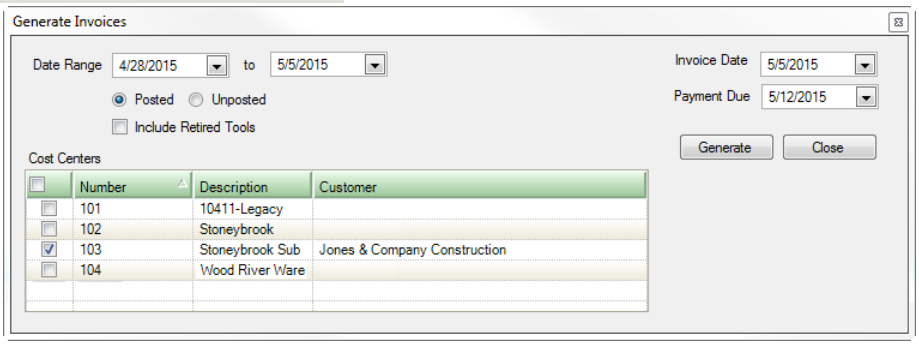
Customer information

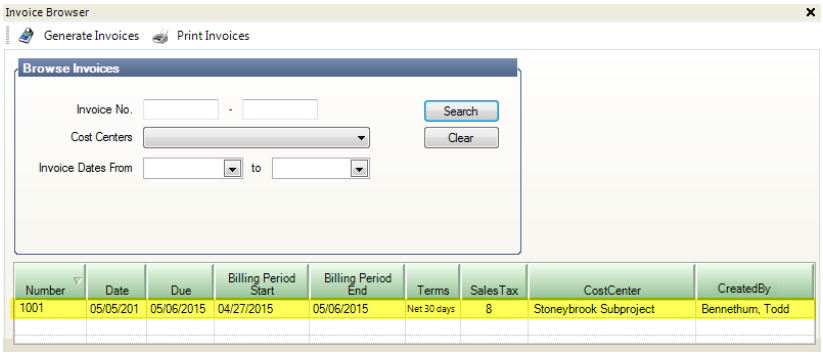


Tool/Model Record information



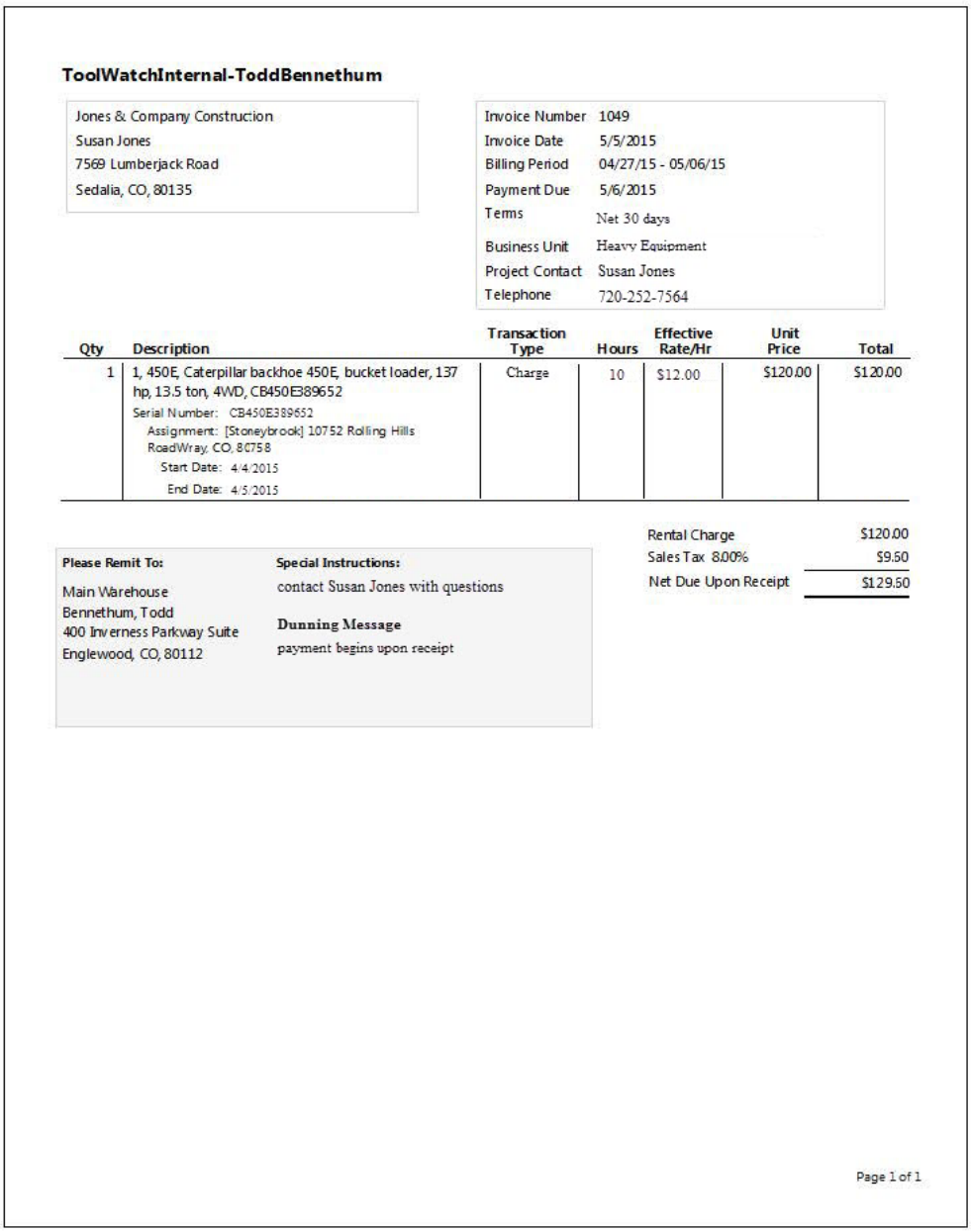
Generate Invoice information





Training Activity #41: Generate an Invoice (cont'd.)

Print Invoice information



ToolWatchInternal-ToddBennethum

Jones & Company Construction
Susan Jones
7569 Lumberjack Road
Sedalia, CO, 80135

Invoice Number	1049
Invoice Date	5/5/2015
Billing Period	04/27/15 - 05/06/15
Payment Due	5/6/2015
Terms	Net 30 days
Business Unit	Heavy Equipment
Project Contact	Susan Jones
Telephone	720-252-7564

Qty	Description	Transaction Type	Hours	Effective Rate/Hr	Unit Price	Total
1	1, 450E, Caterpillar backhoe 450E, bucket loader, 137 hp, 13.5 ton, 4WD, CB450E389652 Serial Number: CB450E389652 Assignment: [Stoneybrook] 10752 Rolling Hills RoadWray, CO, 80758 Start Date: 4/4/2015 End Date: 4/5/2015	Charge	10	$12.00	$120.00	$120.00

Rental Charge	$120.00
Sales Tax 8.00%	$9.50
Net Due Upon Receipt	$129.50

Please Remit To:
Main Warehouse
Bennethum, Todd
400 Inverness Parkway Suite
Englewood, CO, 80112

Special Instructions:
contact Susan Jones with questions

Dunning Message
payment begins upon receipt

Page 1 of 1

Return to the Activity

Glossary

In *Adobe Acrobat*, you can search for any term by **Ctrl-F**; then type in your term into the **Find** box and hit **Return**. Continue to click on the **Next** box to find multiple uses of your term.

Glossary Term	Definition	Page
Accessories	items often used but not required with a tool	55
Actual Price	price actually paid upon receipt of items, recorded on Receiving Ticket; drives the values for **Total Quantity Purchased, Average Purchase Cost and Last Purchase Cost**	191
Add or Delete Misc Charge/Credit	allows for creation or deleting of miscellaneous charges or credits in Job Cost & Billing	245 264
Adjust Inventory	a button (Tool, Material Records) or feature (Tool, Material Browsers) that allows for adjustments to quantities	61
Adjustment Detail	shows all individual inventory counts that make up a singular count line in the Inventory Adjustment Browser output	136
Administration	module containing actions for security, creating User Roles and Company Calendar for Job Cost & Billing	42
Administrator User Role	a User Role that grants the greatest level of Permissions to User	42
API	Application Programming Interface, a service provided by ToolWatch to allow developers from other company to work with ToolWatch developers to help with integration issues	286
Assigned To	field on Tool Record populated with current assignment (location)	
Assignment	refers to the physical location of a resource, also one of the tabs on a Work Order and a column on numerous browsers	37
Assignment Method	one of Calculation Methods, generates charge each time an item is assigned	213
Attachment	any document, file web address that can be associated to a Tool or Model Record	63

Average Purchase Cost	one calculation of Purchase Cost found on tool & material records based on events involving purchasing and receiving items	189
Barcodes	tracking system involving unique numbers and labels	17
Base Value	represents values imported into a Rate Sheet from Item Base Value field on Model Record - see "Item Base Value"	55 210
Basic Concepts	the preliminary steps involved in entering data into ToolWatch	17
Billing	amount collected when tools are assigned	200
Billing Amount to Post	running totals on Billing Browser showing updated amounts from selected Cost Centers that are ready to post	254
Billing Browser	tool that provides visibility into pending job costs and billing charges for given Cost Centers	244
Billing Browser Workflow	the cyclical, repetitive nature of work involving the Billing Browser	248
Billing Comparison Report	report that provides you with a list of checked-out tools that are not calculating charges	284
Billing Stream	open transaction that accrues charges against a given Cost Center	242
Bin	area in a warehouse where quantity tools or materials are kept	80
Button	variety of related features within a module	20
Calculate	generates updated calculations involving Cost Center charges	252
Calculated On	field displaying date and time transaction first calculated	257
Calculation Method	one of three methods for calculating Job Cost & Billing charges, can be Assignment, Calendar-based or Hourly Usage	212
Calendar Method	one of Calculation Methods – are 3 types (Minutes, Hours and Days), based on length of time at item is assigned to a job	213

Calibration Task	a service-related activity where a tool's settings are adjusted to fall within specific tolerances	146
Cancel Billing Browser Update	stops any ongoing Billing Browser calculations without saving any calculated data	245
Cancelled	on a Purchase Order, indicates some items to be purchased are no longer wanted before purchasing so they are cancelled	178
Category	one of the Lists items used to describe groups of items	30
Chargeable Hours	hours remaining after non-working hours are deducted from the Potential Hours	258
Charges	any costs associated with a labor event when assigned to a Service Plan; also results from calculations in Job Cost & Billing	150 199
Gauges/Charts/Graphs Key Performance Indicators	variety of features found on Dashboards to help user monitor, compare, analyze, etc. various ToolWatch data	23
Closed	on a Purchase Order, Count/Receiving/Pick Ticket, indicates that item has been received against; also indicates State of many forms such that they can no longer be edited or processed	123 178
Company Calendar	allows for establishing regular working days and hours of a company that will be used in billing - and not a project	199
Components	individual items that comprise a single item under certain cases	55
Concurrent Use	counts the number of users using ToolWatch simultaneously	18
Copy Model Record	feature that allows a Model Record to be copied, later modified	63
Copy Rate Sheet	feature that allows creation of a new Rate Sheet as a copy of an an existing one	237
Cost Code	subdivision of a Cost Center allowing for better tracking and specificity	201

Cost Center	user-defined space where job cost and billing charges accrue, akin to a project and involving locations and/or employees	201
Cost Center Selection	in Billing Browser, allows for selection of Cost Centers to be viewed after being calculated	244
Count Inventory	feature used to establish an accurate count of all items in inventory, also a button of the same name	120
Count Inventory Reports	set of 3 reporting options for Count Inventory projects	138
Count Ticket	computer checklist generate to perform a count inventory event	121
CSV (.csv) Format	common format used with spreadsheets making them universally accepted with most spreadsheet applications; means comma separated variables	74
Cut-off Date/Time	date and time used to determine when Billing Browser calculation are scheduled to run	252
Daily Rate	rate assigned to Daily Rate Grouping when using Calendar Calculation Method	216
Daily Rate Grouping	grouping used on a Rate Sheet to calculate charges between the Hourly and Weekly Rates	216
Dashboard	topic-specific window in Enterprise – are 6 of these	22
Data Merge Utility	used to merge multiple Lists items into one item	35
Deactivate	action taken in managing Users wherein User account info is deleted from ToolWatch	46
Decommission Reminder	list of locations that have been declared "decommissioned"	25
Descriptions	user-created to describe features of a given Tool/Material Record	54
Do Not Charge	column heading in Job Cost & Billing – when clicked, causes model to be skipped	215
Done Receiving	indicates Status of a Purchase Order where items have been received against	185
Double-Line Format	format used to export Cost Center summary data – used with double-entry general ledger systems	269

Draft	status assigned to certain documents when they are first being created – in this status, they can be modified	108
Edit Transfer	button that allows for editing of Cost Center/Cost Code information on completed transfers that have not been posted	100
Effective Duration	represents the billable units (e.g., minutes, days, weeks)	257
Employees	individuals entered into ToolWatch, often working for company	41
Enterprise	newest version of ToolWatch software	17
Enterprise Essentials	the core set of features of the ToolWatch software	48
Equipment	items managed similarly to tools in ToolWatch	50
Equipment Usage Log	feature that allows for recording hourly usage of equipment	250
Expanded View	checkbox on Tool Browser to expand view of window	24
Explorer Tree	allows for navigation of Browser data without using Search	71
Export Data	clicking this button saves designated data to a database file in the .csv format only	74
Export Data	button used to export transactional data to a template file in Job Cost & Billing module	271
Export Templates	button used to create template used to export transactional data in Job Cost & Billing module	269
Export Templates List	window where you can create and modify templates used to export transactional data	269
Express Check-In	feature that takes all tools currently assigned to a location or employee and transfers them back to currently-pinned Stock	102
Express Check-Out	feature that automatically populates From field of a Transfer Ticket with currently-pinned Stock Location	104
Favorites	Dashboard shortcuts to frequently-used activities	22
FOFI	one of the 2 Project Billing Rules, meaning First Out-First In	204
Gauges/Charts/Graphs Key Performance Indicators	variety of features found on Dashboards to help user monitor, compare, analyze, etc. various ToolWatch data	23

Generic	designation that when selected, allows an employee permission to substitute for a similar item when picking a Pick Ticket	106
GL Charge Account	General Ledger value used to map exported transactional data from one accounting system to another	223
GL Credit Account	General Ledger value used to map exported transactional data from one accounting system to another	223
Header	strip at top of Enterprise window containing key information	21
High Level	inventory above this value is deemed excessive for business needs	88
Hold	prevents transactional data from being edited or posted	244
Holiday	day or days set aside in Enterprise as non-billable	206
Hourly Usage Method	one of Calculation Methods, generates charge for actual hours an item is used on assignment	214
Hourly Usage Rate	rate assigned when using Hourly Usage Calculation Method	216
Hourly Usage Rate Grouping	grouping used on a Rate Sheet to calculate charges for items using Hourly Usage Method	216
Identification Number	unique number used to track a unique tool	50
Idle Rate (Per Hour)	rate assigned to an item when using Idle Rate Grouping	219
Idle Rate Grouping	grouping used on a Rate Sheet to calculate unbilled charges	219
Import Meter	Enterprise feature allowing for import of spreadsheet (in .csv format) containing meter/mileage data, updating all values for associated Tool Numbers	158
Inactivate	action taken on Employee or Location records in Lists wherein Employee/Location no longer appears in drop-down menus	46
Initial Charge	charge assigned to an item when using Initial Charge Grouping	218
Initial Charge Grouping	grouping used on a Rate Sheet to calculate charges when an item is assigned to a different location	218

Initiating Charges	the process of capturing revenue from inventory, usually beginning with the transfer of an item	238
In Progress	status assigned to certain documents after they have been created and saved – in this status, generally they cannot be modified further	107
Inspection Task	a service-related activity in which some feature of a tool is examined within a specified range of acceptable values	146
Inventory Adjustment Browser	all preliminary inventory counts receive final authorization here from an administrator before final posting back to inventory	133
Item Base Value	value of an item added to Model Record and used by Rate Sheet in Job Cost& Billing calculations; see "Base Value"	55 209
Item Effective Rate	the rate per hour of the Item Rate Level	258
Item Rate Level	the rate level used to calculate the transactional charges	258
Job	a non-stock location; unlike Stock Location, inventory not managed here	37
Job Costs	amount paid out to purchase, maintain, repair, etc. tools	209
Job Cost Amount to Post	running totals on Billing Browser showing updated amounts from selected Cost Centers that are ready to post	254
Job Cost & Billing	ToolWatch module focusing on job costs, billing and related calculations	199
Job Cost Data Export	window allowing you to dump Cost Center calculations into a template already created	271
Gauges/Charts/Graphs Key Performance Indicators	variety of features found on Dashboards to help user monitor, compare, analyze, etc. various ToolWatch data	23
Kit	group of items from any location(s) that are designed to associate and travel together	113
Kit Browser	functions as other browsers but for kits	114
Labor Charge	charge associated with labor events for Billing Browser calculation purposes	248

Last Purchase Cost	one calculation of Purchase Cost found on tool & material records based on events involving purchasing and receiving items	189
Lease/Rental	tab that allows for entry of data regarding a tool's leasing or rental status	68
Lists	it is here that all drop-down menus are populated, customized	30
Lock (also Unlock)	feature that allows you to prevent selected calculations from being edited or posted	253
LOFI	one of the 2 Project Billing Rules, meaning Last Out-First In	204
Loss Charge	value representing amount charged for item that is lost, etc.	221
Loss Charge Grouping	grouping used on a Rate Sheet to generate a charge for when an item is lost, stolen or damaged beyond repair	221
Low Level	inventory dropping below this value generates message in Message Center	25
Low Level Browser	feature where user can set 3 different levels of inventory for material items – message generated for stock below lower level	87
Maintenance Rate (Per Hour)	rate assigned to an item when using Maintenance Rate Grouping	219
Maintenance Rate Grouping	grouping used on a Rate Sheet to convert a charge at one rate to to another "maintenance" rate after a specified value	219
Manufacturer	one of the Lists items used to identify item manufacturers	53
Materials	along with Consumables, any items that are consumed and not expected to be returned	75
Material Browser	used to navigate through existing records or search using characteristics found in Material or Model Records	84
Material Inventory Record	allows for the distribution of different Material quantities among multiple inventory sites (Stock Locations)	77
Maximum Charge	value representing threshold when using Maximum Charge Grouping	221
Maximum Charge Grouping	grouping used on a Rate Sheet to stop charging at item after it has attained a set maximum threshold	221

Message Center	Dashboard location where 4 key messages are displayed	24
Meter	measure of tool use, often miles (odometer) or hours (e.g., drill)	157
Migration Point	time after which one rate being charged to an item switches over to another (higher) rate, determined by Rate Sheet Rules	212
Minimum Charge	charge assigned to an item using Minimum Charge Grouping	220
Minimum Charge Grouping	grouping used on a Rate Sheet to generate a charge when an item is assigned but has not reached a set minimum amount	220
Mobile Scanner	handheld computer that runs ToolWatch Mobile software	288
Model Record	system employed by ToolWatch to reduce amount of data used to track items of the same type	51
Modify Visibility	describes what individuals in Enterprise can see, access at the level to which they are pinned	40
Module	general group of functions combined – are 6 of these	20
Monthly Rate	rate assigned to Monthly Rate Grouping when using Calendar Calculation Method	217
Monthly Rate Grouping	grouping used on a Rate Sheet to calculate charges that have exceeded the Weekly Rate	217
New Tool Wizard	feature that allow for automatic creation of unique tool records when received against a Purchase Order	192
Number Blocks	means by which Enterprise prevents number duplication	25
Open	on a Purchase Order, Count/Receiving/Pick Ticket, indicates that item can still be edited, processed; also indicates State of many forms such that they can be edited or processed	122 185
Open Work Orders	tab on Tool Record>Service tab that lists Work Orders that have been opened but not completed	169
Organization Tree	structure used to illustrate how a company (etc) is organized	35
Org Tree	a stylized Organizational Tree used in Enterprise	36

Owner	field on Tool Record specifying Stock Location where tool (record) was created	124
Parent Location	when assigning locations, this is the level to which location is assigned	38
Pause	allows you to stop billing on a project for a designated time period	206
Permissions	set of rules that defines the User Role	41
Personal Issue	designation that an item is assigned to an individual as "personal" issue versus normal issue	98
Pick(ing) a Pick Ticket	when Pick Ticket is in warehouse and items are being pulled for transfer out, this process is called "picking"	110
Pick Ticket	an electronic list of items requested by field employee for fulfillment, typically in a warehouse environment	93
Pinned	term used to describe an individual's location within Org Tree	36
PO Detail	window showing previously created Purchase Order beyond Draft Status	187
PO Items	one of Purchase Order Tabs where items can be added and the Purchase Order can be edited	194
Post	(in Job Cost & Billing) results in posting of Cost Center charges that have been calculated	266
Post Adjustments	click on this button to post final, adjusted inventory counts back to inventory	137
Posted Charges	charges that have been calculated in the Billing Browser and have	266
Posting Window	allows for selection of Cost Centers whose calculated charges will be posted	267
Potential Hours	maximum number of hours between starting and ending transactions	258
Product Equivalent	allow for substitution of similar items for a given material	83
Preferred Vendor	works with Purchasing & Receiving; can select a vendor of choice (1st create in Lists) under Purchase & Cost Info tab on Model Record	83

Print	clicking this button gives the option of sending an individual document, field, record, etc. or multiples to the local printer	75
Project Billing Rules	options available when deciding how your billing is to handle quantity tools that are assigned and returned at different times	205
Project Calendar	allows for establishing variations to Company Calendar for billing of a project (Cost Center)	205
Purchase Order	document allowing for the purchasing of items from desired vendors and subsequent tracking of them in inventory	177
Purchase Order Browser	Search window to locate Purchase Orders	188
Purchase Order Tabs	tabs on a Purchase Order (**PO Items, Receipts, Record Info**)	193
Purchasing & Receiving	ToolWatch module centered around Purchase Orders and Receiving Tickets	175
Quantity Tools	tools tracked by their quantities not unique ID Numbers	51
Range of Recurrence	from a newly created Service Event, includes the start date and end date for the Recurrence	153
Rate Sheets	feature of Job Cost & Billing that allows for establishing rates by which tools & equipment are billed on assignment	208
Rate Sheet Rules	settings that govern how Rate Sheet governs charges for an item using a Calendar Calculation Method	210
Ready to Pick	status assigned to a Pick Ticket that is ready to be picked – can be picked only in this status	110
Reassign	in a Work Order, **Assignments** tab sets up a transfer to change the assignment (reassign) of a tool – reassign applies to any change in an asset's assignment	213
Rebuild Data Caches	database utility used to improve performance of ToolWatch	21
Receipts Tab	Purchase Order tab that provides information on items done purchasing and being received	194
Received	after an item is purchased on a Purchase Order, this designation indicates that the item was delivered and invoice should be paid	178 190

Receiving Browser	Search window to locate Receiving Tickets	193
Receiving Ticket	records all items from a Purchase Order that have been received	190
Record Delimiter	setting that defines how data will be distinguished (delimited) in the export file	270
Record ID	unique number used to track an item; auto-populated by ToolWatch or can be manually assigned	53
Record Info Tab	Purchase Order tab that displays information about who created and modified Purchase Orders	194
Recurrence	pattern of service assigned to a tool based on Date, Meter or Turn	144
Recurrence Pattern	the date information entered in the Recurrence for a Service Plan on a Tool Model Record	144
Refresh	some action that updates a change in Enterprise (e.g., a recent transfer) so that this change becomes visible immediately; also buttons used in Job Cost & Billing used to update information	97 245
Reinstate Item	returns retired tool to un-retired status	66
Reinstatement Credit	credit associated with reinstating (returning) a retired tool for Billing Browser calculation purposes	247
Related Charge	a charge created in addition to existing tool model record charges	251
Repair Parts	any materials or consumables from existing inventory used as part of, and assigned to, either a Tool Model Record or a Service Plan	149
Replacement Cost	cost to replace an item, found on Model Record	55
Reprovision	the process by which ToolWatch downloads a copy of your company's database onto a local machine via an .sdf file	19
Report Groups	different subsets of all reports in Enterprise, grouped by topic	161
Reporting Cloud	another subscription-based service to help with integration of data from outside sources and ToolWatch	286
Required Tools	any unique tools from existing inventory used as part of, and assigned to, a Service Plan	148

Retired Tool	any resource that is unusable – retiring it places it into temporary "Lost and Found" until it can be un-retired later	65
Return Credit	charge assigned to an item when using Return Credit Grouping	220
Return Credit Grouping	grouping used on a Rate Sheet to generate a charge when an item is returned after assignment	220
Return Date	specified date found on a Transfer Ticket stating when an item or items is/are to be returned	24
ROI Report	Essentials report that calculates a tool's Return On Investment	282
Scan field	entry box on many documents where tools and materials can be added by use of an item number, barcode or model number	111
Select Item	window that appears when >1 entry share a number	27
Service & Calibration	ToolWatch module involving service-related functions	142
Service Event	created when a Service Plan from a Tool Model Record is opted-in to a Tool Record	154
Service History	tab on Tool Record>Service tab that is populated with details of Work Orders when they are completed	172
Service Plan	proactive, preventative maintenance plan to keep inventory in working order, found on Tool Record>Service tab	143
Service Plan Event Detail	window with features that allow user to define a Service Plan	144
Service Request	request made when a service event is required immediately as opposed to a more calculated Service Plan	163
Service Request Browser	Search window to locate Service Requests	164
Service Schedule	a searchable database of all future service events based on tasks outlined in Service Plans; also the name of a report showing all of these same service events either in printable form or as a .csv file	154

Service Task	a service-related activity assigned as part of a Service Plan or Work Order	145
Ship Via	set up as **Shipping Methods** in Lists, is a drop-down menu on a Purchase Order	177
Single-Line Format	format used to export Cost Center summary data – used when you intend to match exported data with job cost system	269
Sorting	clicking or dragging column headers allows for information in columns to be organized	72
Standard Employee	individual (employee) who cannot log into/use ToolWatch	41
Status	column heading for Status Code; also field on Meter Import window indicating whether import data is acceptable (Valid) and will be imported or not	95 160
Status	condition of a Purchase Order indicating what actions can be taken with it (**Draft, Waiting for Receipts, Done Receiving**)	177
Status Codes	created for a tool to assign it some form of sortable condition	33
Stock	button found on many tickets that automatically populates field with Stock Location where individual is pinned	96
Stock Location	a main stockpoint (e.g.,warehouse) where inventory is tracked	37
Stopping Charges	act of closing open billing streams to ensure item (Cost Center) is no longer being charged	262
Summary Export Template Window	allows for the creation of a transactional template	270
Synchronization	means by which devices using ToolWatch communicate using the most current data available	19
Synchronization Monitor	window that shows progress of a manual sync event	20
Tabs	navigable indicators showing which windows are open	21
Target Level	value of inventory that is optimum for business purposes	88
Template	similar to a kit but created so that groups of items are purchased or ordered together	115
Template Browser	functions as other browsers but for templates	117

Tool Manager User Role	User Role similar to Administrator save for fewer Permissions in the System and Job Cost & Billing	42
Tool	any resource to be assigned, tracked and then returned	50
Tool Browser	used to navigate through existing records or search using characteristics found in Tool or Model Records	70
Tool Number	number assigned automatically to a Tool Record, can be changed	50
Tool Record	contains specific details regarding individual items grouped within a Model Record	52
Tool Type	symbols used to indicate what type of tool, etc. is present - available types include M (Material or Consumable), Q (for Quantity Tools), T (Unique Tool), K (Kit) and T/M (Template)	113
Tracking Method	how ToolWatch will track given item, either as a unique tool or as a quantity tool	50
Transaction Detail Export Templates	enables you to export the details about each transaction posted to a Cost Center	269
Transaction Detail Window	provides a detailed view of all transactions calculated for Cost Centers in the Billing Browser	244
Transaction Start and End Date	the initial and final dates of a particular transaction for Billing Browser calculation purposes	246
Transaction Summary Export Templates	templates that enable you to export a summary of charges generated and posted to each Cost Center	269
Transfer Browser	functions as other browsers but for transfer records (Transfer Tickets)	96
Transfer Ticket	electronic document used to record transfer or move items from one location to another	93
Turn	represents the time period from when a tool is assigned to a site or employee and then returns to site of first issue	144
Unique Tools	tools tracked by a unique Identification Number, have a history of service, may contain warranty information and usage history	50

Unit of Measure	represents list of units used to delineate values assigned to fields containing numbers (also UOM)	181
Un-posted Charges	charges that have been calculated in the Billing Browser but have yet to be posted	251
Urgency	level assigned for an requested service; can be Low, Medium or High	145
User	employee who can log into and use ToolWatch	41
User Role	defined role that outlines what a User can/not do in ToolWatch	41
User Type	designation used when setting up a User account; can be either Desktop User or Mobile Device User (or both)	44
Valid	Status message from Meter Import window indicating data to be imported is acceptable	160
Variance	difference between the Expected and Total Count values in a Count Ticket; + means more counted than expected, - means less	124
Vehicle Information	various fields in Tool Record dedicated to data from a vehicle	67
Vendor	designated business from where items on a Purchase Order are purchased	82
View Details	opens Transactional Detail window, allowing for viewing of line items in greater detail	244
View Meter History	feature in Enterprise that generates a running history of all meter updates for a particular tool	161
Waiting for Receipts	indicates Status of a Purchase Order where items have been purchased but not received against	183
Weekly Rate	rate assigned to Weekly Rate Grouping when using Calendar Calculation Method	217
Weekly Rate Grouping	grouping used on a Rate Sheet to calculate charges between the Daily and Monthly Rates	217
Work Order	interactive form completed by an individual performing work established on a Service Request or Service Plan	163

Work Orders Browser	Search window to locate Work Orders	169
Work Order Details	tab in Service Plan Event Detail window with information that transfers over when converted into a Work Order	144